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Framework Programme 7 - FORCE FP7 User Manual

FORCE User Manual

DG Research	Date:
Project Officer:	Signature

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TABLE OF CONTENTS

Document History *2*
Table of Contents *3*
1 General *5*

1.1 Glossary of Terms **5**
1.2 Terminology **5**
1.3 Introduction **5**
1.4 Concepts **6**

1.4.1 Form C 6
1.4.2 FORCE Users and Rights 6
1.4.3 Submission 6
1.4.4 Language 6
1.4.5 Browser settings 7

1.5 Actions **7**

1.5.1 Actions 7

1.6 Form C States **7**
1.7 Form C Types **9**

1.7.1 Form C Types 9

1.8 Project Locking **10**

1.8.1 Overview 10
1.8.2 Locking Conflicts 10
1.8.3 Logging Out 11

2 Application Pages Overview ***12***

2.1 Home Page **12**
2.2 Top Menu Items **12**
2.3 Project Information **12**

2.3.1 Beneficiaries List 13

2.4 Edit / View Form C Page **16**

2.4.1 Form C State and Version [1] 17
2.4.2 Beneficiary Section [2] 17
2.4.3 Costs Section [3] 18

2.4.3.1 Old-style Form Cs 18
2.4.3.2 New-style Form Cs (Use of Resources) 19

2.4.4 Receipts Section [4] 24
2.4.5 Bottom Section [5] 24

2.5 Submission Summary Page (Coordinator Only) 25
2.6 Submission History Page 25
2.7 Form C History Page 26

3 Enter Form Cs 28

3.1 Introduction 28
3.2 Select Beneficiary 28
3.3 Create Draft Form C 29

3.3.1 Create Third Party Form C 31
3.3.2 Create a Sub-Department Form C 32

3.4 Submit Form C to Coordinator 32
3.5 Rejecting a Form C 32
3.6 Submit Form Cs to the EC (Coordinator Only) 33
3.7 Request Revision 36
3.8 Creating Adjustment Form Cs 37

4 Printing Form Cs 39

4.1 Printing Beneficiary Form Cs 39
4.2 Print Reporting Period Summary (Coordinator Only) 42
4.3 Print Submission Summary (Coordinator Only) 42

1 General

1.1 Glossary of Terms

Acronym / Term	Description
Beneficiary	An entity that has performed some work for a project.
Contractor	A project Beneficiary that is mentioned in the contract.
CPM	Contract and Project Management module.
FORCE	Form C Editor
Project Coordinator	The member of a consortium responsible for the whole consortium's cost declarations.
Project Officer	European Commission officer responsible for managing a project.
Third Party	A project Beneficiary that is not mentioned in the contract.
Use of Resources	Cost details defined inside a Form C (applies only for new style Form Cs)
Old-style Form C	A Form C that does not contain cost details. Its cells are directly editable.
New-style Form C	A Form C that contains cost details accessible via a popup window that is shown after clicking in an editable cell.

1.2 Terminology

Before you start reading this guide, take into consideration the following terminology.

- **Pointing** is moving the mouse to place the mouse pointer over an item.
- **Clicking** is **Pointing** an item on the screen and then quickly pressing and releasing the mouse button.
- A **List Box** is a data field where you can select a number of elements from a fixed set of values.

1.3 Introduction

This user manual refers to FORCE Release 1.8.0.

FORCE is used by project consortiums to declare their costs. Previously a set of Excel files were used to encode the cost declarations of each project Beneficiary. These Form Cs then needed to be consolidated manually by the Project Coordinator, who submitted them to the commission. The process of uploading Form C

information caused a lot of operational problems, due to data quality and compatibility issues between the different versions of Excel.

FORCE was created to make the process of declaring consortium costs easier and less error prone with stricter checks on the values entered and the ability for a Project Officer to request corrections to Form Cs.

The various functionalities of FORCE are presented in detail in the following chapters. Logging in to the system, module administration, database administration, installation, maintenance and operation issues of the system are not covered in this guide.

1.4 Concepts

1.4.1 Form C

A Form C describes cost declarations for a Beneficiary in a consortium. It contains information such as:

- Information about the Beneficiary;
- The declaration of costs;
- The declaration of receipts;
- The declaration of cost details (cost, explanation, work package);
- The optional declaration of interest from the pre financing;
- The requested EC contribution;
- The optional audit certificate declaration.

1.4.2 FORCE Users and Rights

Each Beneficiary can use FORCE to create their own Form Cs. Once created the Beneficiary submits the Form C to the Coordinator and once submitted to the Coordinator the Form C will be read-only. A Beneficiary can only view their own Form Cs; other Beneficiaries' Form Cs and submissions are hidden from them.

The Project Coordinator is responsible for creating their own Form Cs and reviewing all other Beneficiaries' Form Cs. The Coordinator can reject a Beneficiary's Form C in which case it becomes editable for the Beneficiary. When the Coordinator is happy with the Form Cs they can submit them to the EC.

1.4.3 Submission

Once Beneficiary Form Cs have been created in FORCE and submitted to the Project Coordinator, the Project Coordinator can submit them to the Project Officer. A submission is a set of one or more Form Cs that are considered valid by the system (all mandatory fields have been filled in and various financial rules are met). Once submitted to the EC, Form Cs are only available to the Project Coordinator and Beneficiaries in read-only format.

1.4.4 Language

The system is available in the English language.

1.4.5 Browser settings

The following browsers are supported by the system:
Internet Explorer, Mozilla Firefox, Google Chrome, Safari.

In Internet Explorer, the "Compatibility View Mode" should be disabled (e.g. in IE 8: Tools→Compatibility View Settings→ uncheck the options of Compatibility View)

1.5 Actions

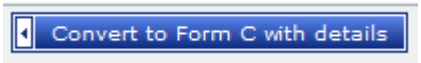
1.5.1 Actions

The user performs actions by pressing button on the bottom right of the panel. The color of the button indicates the type of action:

- Blue buttons represent navigation actions. No data is saved in the database when pressing a blue button.
- Red buttons represent 'cancel' actions such as deleting or discarding data.
- Green buttons are used to save and update data.

The action buttons, which are common for different screens, are explained below:

-

: Back to the previous screen.
- 

: Converts an old-style Form C to a new-style Form C
-

: Cancel the action.
-

: Delete a Form C.
-

: Save data for the current screen.
-

: Submit the Form C to the project Coordinator.
-

: Used by the Coordinator to submit Form Cs to the EC.

1.6 Form C States

A Form C can have various states throughout its lifetime.

State	Description
Draft	This is the default state for a Form C, and indicates that this version of the Form C is created but not yet submitted.
Submitted to Coordinator	The Form C has passed data validation and has been submitted to the project Coordinator. The Form C is read-only and the Coordinator has the choice between submitting it to the EC or of rejecting the Form C which moves it back to state Draft.
Submitted to EC	This state is assigned by the System when the Project Coordinator submits the Form C to the European Commission. If the Project Officer accepts the Form C, this is the final state. The Project Officer can request a revision of the Form C. In this state, the Form C is read-only.
Request For Revision	This state is assigned when the Project Officer requests revisions to a submitted Form C. In this state, the Beneficiary can edit the information in order to create a new version.
Archived	When the Beneficiary saves modifications to a Form C for which the Project Officer requested revisions, the System archives the old version & creates a new (Draft) version.

Table 1: Form C States

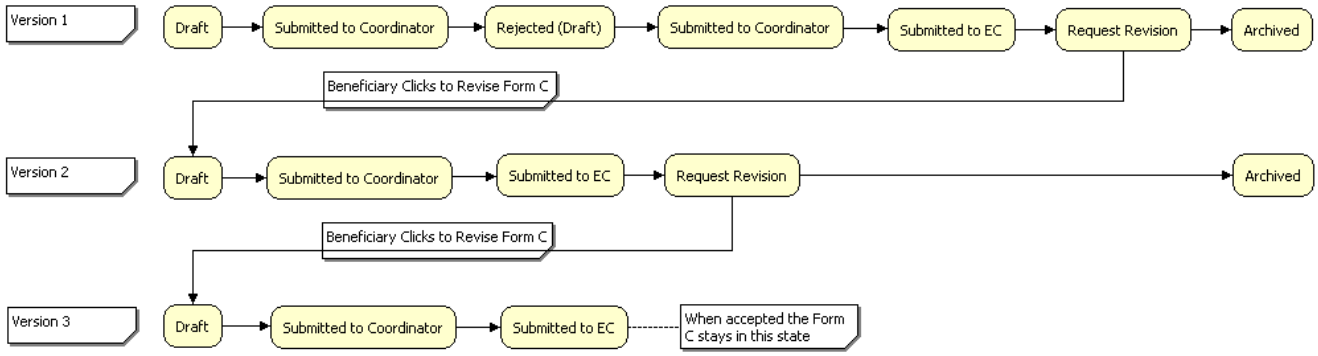


Figure 1: Form C State Transitions

1.7 Form C Types

There are several Form C types that can be created and submitted in FORCE.

1.7.1 Form C Types

Form C Type	Description
Normal Form Cs	These are the “cost claims” (one per beneficiary) that are sent by the Consortium to declare costs for a period, at the end of the period. They can be used to launch a 1st payment for the period. In the case that not all “cost claims” of a period are send at the end of the period, then the remaining "cost claims" can be submitted later in time. They are usually termed "Supplementary Form Cs" & they can be used to launch a 2nd payment for the period.
Adjustment Form Cs	These are “cost claims” submitted in a period, regarding costs that have been incurred in a previous period. The purpose is to make adjustments (positive or negative) to previously declare costs. Two types are available in the module: - Normal adjustment Form Cs - Extrapolation adjustment Form Cs
Third Party Form Cs	For projects with special clause 10 specified Third Parties may also encode their costs in Form Cs. In this case the Third Parties can have Normal and Adjustment Form Cs.

Sub-Department Form Cs	For projects with special clause 30 specified Sub-Departments may also encode their costs in Form Cs. In this case the Sub-Departments can have Normal and Adjustment Form Cs.

Table 2: Form C Types

1.8 Project Locking

1.8.1 Overview

In order to prevent problems with multiple users being able to modify data at the same time FORCE uses a locking system. Only one user at a time has the right to modify a Beneficiary's Form Cs.

When a user accesses FORCE a lock is acquired. When the user logs out (see “1.8.3 Logging Out”) the lock is given back. It is important that a log out is performed when finished working in order unlock the project for other users. If a log out is not performed then other users or even the same user with a different browser session will have to wait until the lock ‘times-out’.

1.8.2 Locking Conflicts

Beneficiaries will obtain a lock to edit their own Form Cs only and therefore many Beneficiaries may work simultaneous with no conflicts.

For some projects the Coordinator is given the right to edit other Beneficiaries' Form Cs and in this case it is not possible for the Coordinator and a Beneficiary to edit the same Form C at the same time. In this case the first to log in will acquire the lock successfully and the second to log in will see a message explaining that the lock could not be acquired (see below, Figure 2).

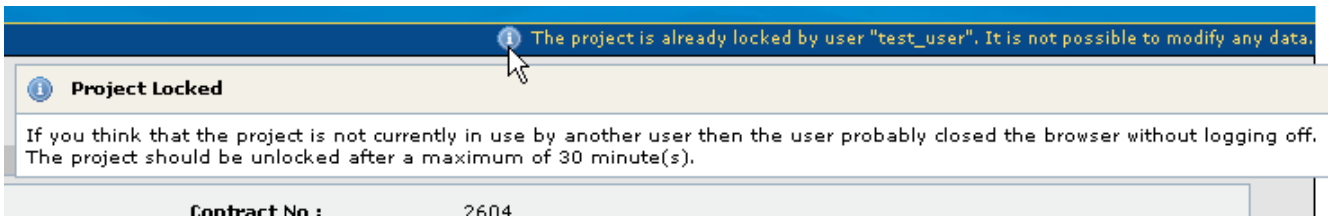

The project is already locked by user "test_user". It is not possible to modify any data.
Project Locked
If you think that the project is not currently in use by another user then the user probably closed the browser without logging off.
The project should be unlocked after a maximum of 30 minute(s).
Contract No : 2604

Figure 2: Project Locked Message

If a project is locked the error message in the figure above is shown and moving the mouse over the icon shows the ‘Project Locked’ tooltip.

1.8.3 Logging Out

When finished working in FORCE, it is important to log out of the application so that any locks can be released. A log out if performed by clicking the 'Close' **[1]** or 'Logout' link **[2]** and not by manually closing the browser or navigating to a different site.

Figure 3: Logging out using Close or Logout link

2 Application Pages Overview

2.1 Home Page

The home page of the application is the participant list and their associated Form Cs. This screen is described in §2.3.1 Beneficiaries List.

2.2 Top Menu Items

Figure 4: Top Right Links for All Users

The top menus contain the following items:

- Help: displays online help;
- Close or Logout: logs the user out from the project and releases any locks held.

2.3 Project Information

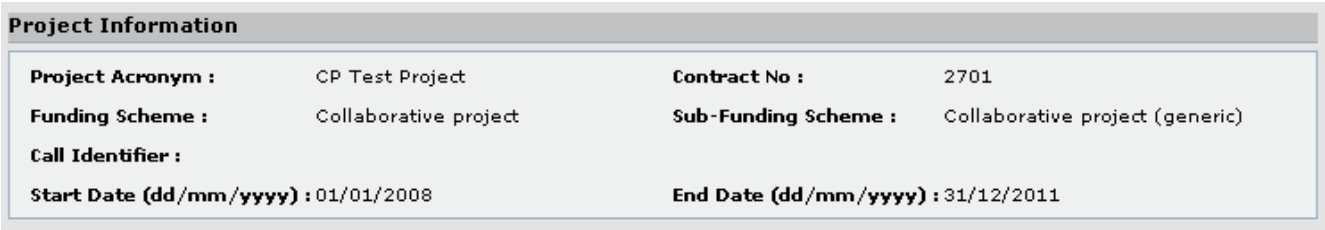

Project Information
Project Acronym : CP Test Project
Contract No : 2701
Funding Scheme : Collaborative project
Sub-Funding Scheme : Collaborative project (generic)
Call Identifier :
Start Date (dd/mm/yyyy) : 01/01/2008
End Date (dd/mm/yyyy) : 31/12/2011

Figure 5: Project Information

The Project Information (see Figure 5 above) is present on most FORCE pages and contains the following information:

- Project Acronym;
- Contract Number;
- Funding Scheme;

- Sub-Funding Scheme;
- Call Identifier;
- Project start date;
- Project end date.

For screens linked to a certain reporting period the reporting period information appears at the bottom of the Project Information section (see below, Figure 6).

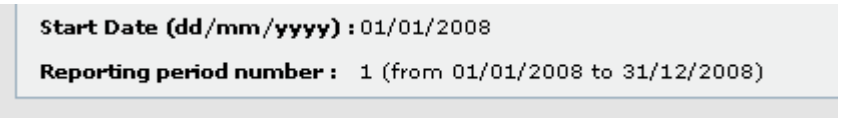


Figure 6: Reporting Period Information

The reporting period information contains:

- Reporting period number;
- Reporting period start date;
- Reporting period end date.

2.3.1 Beneficiaries List

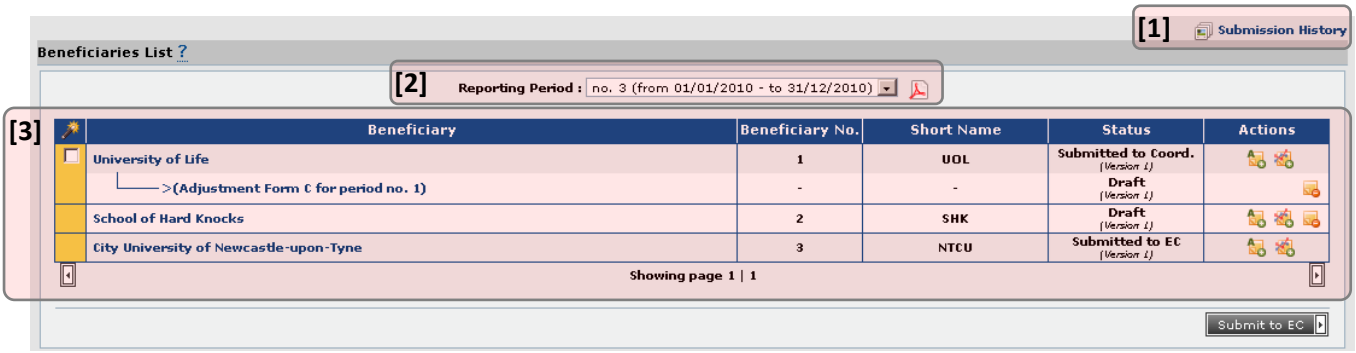


Figure 7: Beneficiaries List Page

The button Submission History **[1]** is only available for project coordinator. It redirects the user to the Submission History page (see "2.6 Submission History Page")

The Beneficiaries List Page section **[2]** is a List Box containing the project reporting periods. Selecting a different reporting period from this List Box will display the Beneficiaries List Page for that period.

Section **[3]** of the Beneficiaries List Page shows the Project Beneficiaries sorted by their Beneficiary Number and contains the following information:

- Beneficiary Legal Name;
- Beneficiary Number;
- Beneficiary Short Name;
- Form C Status;
- Actions (can include buttons to create a Form C, delete a Draft Form C. For a complete list of actions see "3.2 Select Beneficiary")

All Beneficiaries are shown, but the system restricts the creation of a Form C based on the Beneficiary's start / end date and the selected reporting period start / end date. Note: if a project is terminated early, it will no longer be possible to select a reporting period that falls after the cost cutoff date.

For projects with over a certain number of Beneficiaries (normally 10) the Beneficiaries List will span several pages. It is possible to navigate to different pages using arrows (see bottom right and bottom left of section **[3]**) or by clicking on the desired page number located centrally underneath the list (see bottom center of section **[3]**).

For the Coordinator only at the bottom right of the page is the

button which is used to submit one or more Form Cs to the Project Officer. The button will be disabled until at least one Form C is selected. In the example two Contractors have Form Cs available to be submitted to the EC.

A Beneficiary that has universally transferred its rights and obligations will appear in the Beneficiaries List below the Beneficiary to which the transfer was made (see Figure 8). Form Cs can still be created based on the Beneficiary's start / end date and the selected reporting period start / end date.

In the (made up) example below the "University of Brighton" has transferred its rights and obligations to the "University of Bonn".

Figure 8: Transfer of Rights and Obligations

Moving the mouse of the icon shows a tooltip explaining the transfer of rights and obligations (see Figure 9).

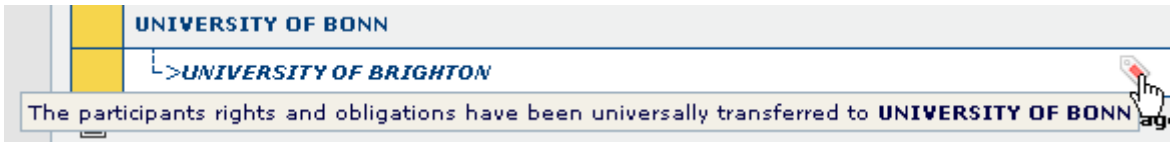

UNIVERSITY OF BONN
>UNIVERSITY OF BRIGHTON
The participants rights and obligations have been universally transferred to UNIVERSITY OF BONN

Figure 9: Transfer of Rights and Obligations Tooltip

For a Beneficiary that has partially transferred its rights and obligations a similar icon is shown with a 'tooltip' explaining the details of the transfer. This is purely cosmetic, a partially transferred Beneficiary is treated exactly the same as a normal Beneficiary and appears in the standard position in the Beneficiary List (ordered by Beneficiary Number).

Third Parties, which are specified with Special Clause 10, appear below their parent Beneficiary in the Beneficiaries List (see Figure 10).

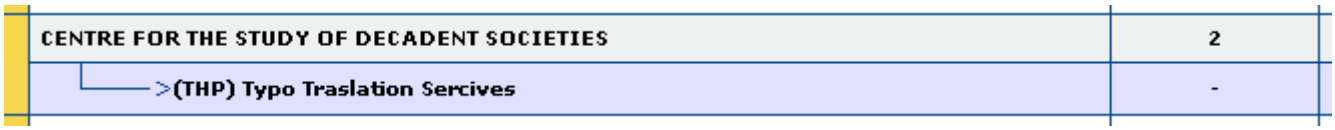


Figure 10: Third Party and Parent in Beneficiaries List

2.4 Edit / View Form C Page

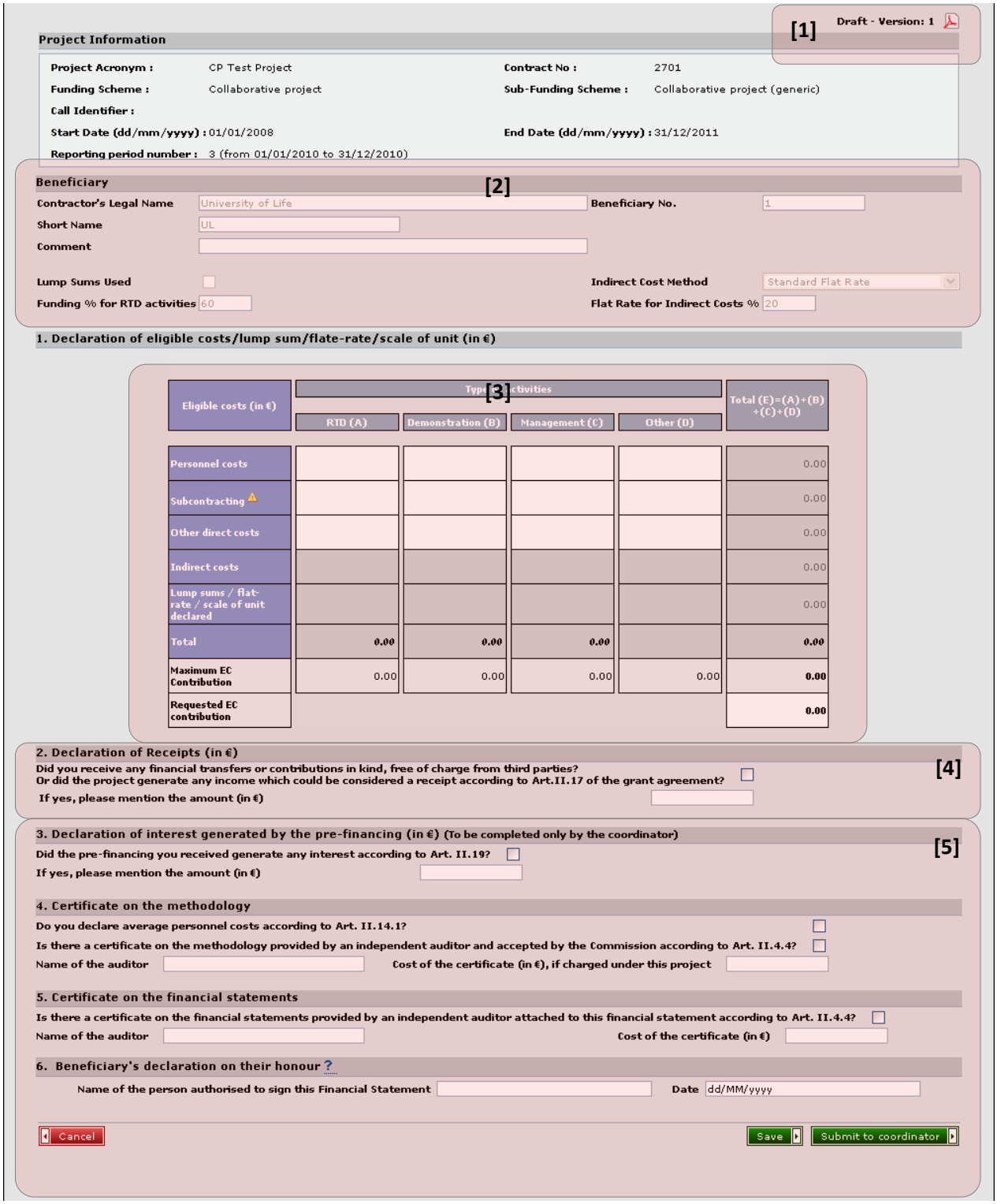

[1]
Draft - Version: 1
Project Information
Project Acronym : CP Test Project
Contract No : 2701
Funding Scheme : Collaborative project
Sub-Funding Scheme : Collaborative project (generic)
Call Identifier :
Start Date (dd/mm/yyyy) : 01/01/2008
End Date (dd/mm/yyyy) : 31/12/2011
Reporting period number : 3 (from 01/01/2010 to 31/12/2010)
[2]
Beneficiary
Contractor's Legal Name University of Life
Beneficiary No. 1
Short Name UL
Comment
Lump Sums Used
Indirect Cost Method Standard Flat Rate
Funding % for RTD activities 60
Flat Rate for Indirect Costs % 20
1. Declaration of eligible costs/lump sum/flate-rate/scale of unit (in €)
[3]
Eligible costs (in €)
RTD (A)
Demonstration (B)
Management (C)
Other (D)
Total (E)=(A)+(B)+(C)+(D)
Personnel costs
Subcontracting
Other direct costs
Indirect costs
Lump sums / flat-rate / scale of unit declared
Total
Maximum EC Contribution
Requested EC contribution
2. Declaration of Receipts (in €)
Did you receive any financial transfers or contributions in kind, free of charge from third parties?
Or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement?
If yes, please mention the amount (in €)
[4]
3. Declaration of interest generated by the pre-financing (in €) (To be completed only by the coordinator)
Did the pre-financing you received generate any interest according to Art. II.19?
If yes, please mention the amount (in €)
[5]
4. Certificate on the methodology
Do you declare average personnel costs according to Art. II.14.1?
Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.4.4?
Name of the auditor
Cost of the certificate (in €), if charged under this project
5. Certificate on the financial statements
Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.4.4?
Name of the auditor
Cost of the certificate (in €)
6. Beneficiary's declaration on their honour ?
Name of the person authorised to sign this Financial Statement
Date dd/MM/yyyy
Cancel
Save
Submit to coordinator

Figure 11: Edit Form C Page

The Edit / View Form C Page is large so we shall deal with it in several sub-sections. Note that if a Form C is in an editable state (see "1.6 Form C States"), this is referred to as the Edit Form C Page. If the Form C is not in an editable state this is referred to as the View Form C Page where all the fields are read-only and there is no "Save", "Delete" or "Submit to Coordinator" button.

2.4.1 Form C State and Version [1]

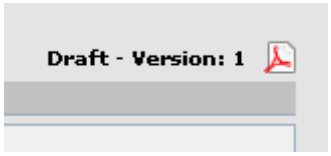


Figure 12: Form C State and Version

The Form C state and version appear in the top right of the Edit Form C Page. In this example the Form C is editable because it is in state Draft and it is the first version. For more details on the Form C states see 1.6 Form C States. The version is incremented each time a Form C has a revision requested. It does not change after saving a Draft Form C.

2.4.2 Beneficiary Section [2]

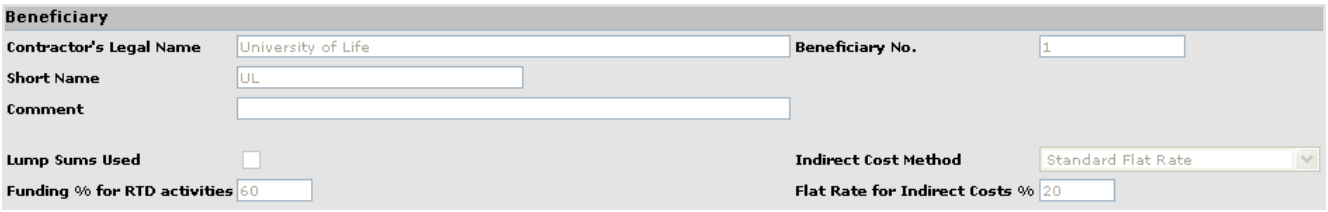


Figure 13: Edit Form C Beneficiary Section

The Beneficiary section contains information about the project Beneficiary to which the Form C belongs. It contains the following information:

- Beneficiary Legal Name (read-only for project Contractors, editable for some Third Party Form Cs);
- Beneficiary Number (read-only);
- Beneficiary Short Name (read-only for project Contractors, editable for some Third Party Form Cs);
- Comment;
- Lump Sums Used checkbox *;
- Funding % for RTD activities *;
- SME Participant Type * (not shown in this example);

- Indirect Cost Method (ICM) *;
- ICM Flat Rate *.

*Note: fields with a * only appear for certain project types.*

2.4.3 Costs Section [3]

Eligible costs (in €)	Type of activities				Total (E)=(A)+(B)+(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs					0.00
Subcontracting ⚠					0.00
Other direct costs					0.00
Indirect costs					0.00
Lump sums / flat-rate / scale of unit declared					0.00
Total	0.00	0.00	0.00		0.00
Maximum EC Contribution	0.00	0.00	0.00	0.00	0.00
Requested EC contribution					0.00

Figure 14: Edit Form C Costs Section

2.4.3.1 Old-style Form Cs

The Costs section allows the declaration of costs for the Beneficiary. The white cells are editable; the grey cells are read-only.

In the example (see Figure 14) the user may enter costs for “Personnel costs”, “Subcontracting” and “Other direct costs” whereas the “Indirect costs” and “Lump sums / flat-rate / scale of unit declared” are read-only.

The "Indirect costs" row's state normally depends upon the ICM (Indirect Cost Method). For "Standard Flat Rate" and "Special Transition Flat Rate" it is read-only and automatically calculated. For "Real Indirect Costs" and "Simplified Method" it is editable.

Note that if the Contractor had the “Lump Sums used” checkbox checked only the “Lump sums / flat-rate / scale of unit declared” row would be editable.

The “Total” row is calculated automatically to be the sum of the above rows.

The “Maximum EC Contribution” is calculated automatically for each activity.

The Total columns on the right of the costs section are calculated automatically to be the sum of the values in the row.

The “Requested EC contribution” is set automatically to equal the total Maximum EC Contribution but can be altered if required on condition that it is less or equal to than the Maximum EC Contribution.

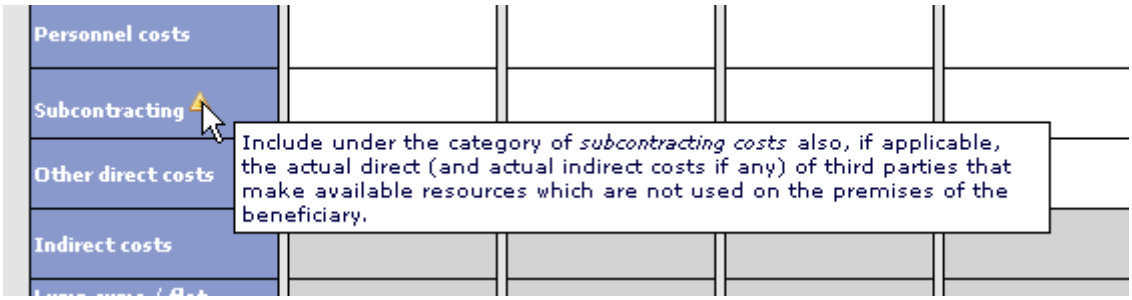

Personnel costs
Subcontracting
Other direct costs
Indirect costs
Include under the category of subcontracting costs also, if applicable, the actual direct (and actual indirect costs if any) of third parties that make available resources which are not used on the premises of the beneficiary.

Figure 15: Subcontracting Tooltip

2.4.3.2 New-style Form Cs (Use of Resources)

In the example (see Figure 14) the user enters cost details by clicking on the editable cells. A popup window that contains columns for "Cost", "Explanation" and "Work Package" is shown.

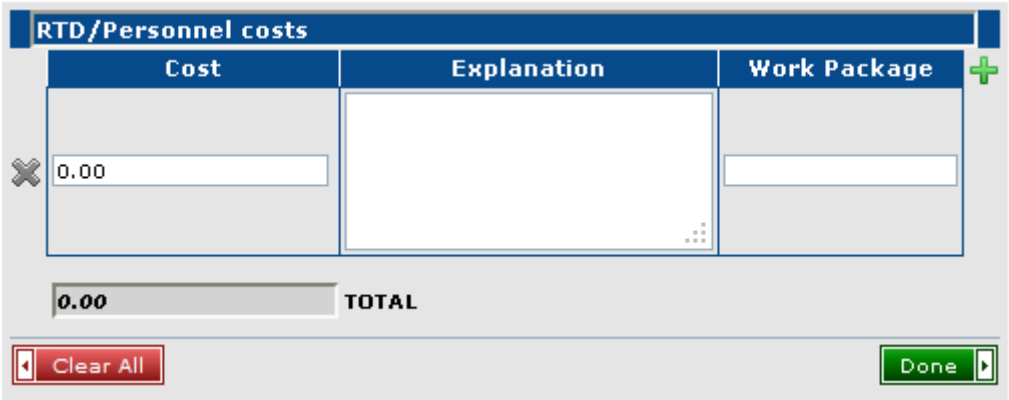


Figure 16: 'Use of Resources' popup window for RTD-Personnel Costs

The user should provide a value for the "Cost" field; "Explanation" and "Work Package" values are optional. Depending on the length of the "Explanation" value, a scroll bar appears at the right side of its text area. In Mozilla Firefox and Google Chrome browsers the text area of the Explanation field can be resized by dragging its bottom right corner to the right.

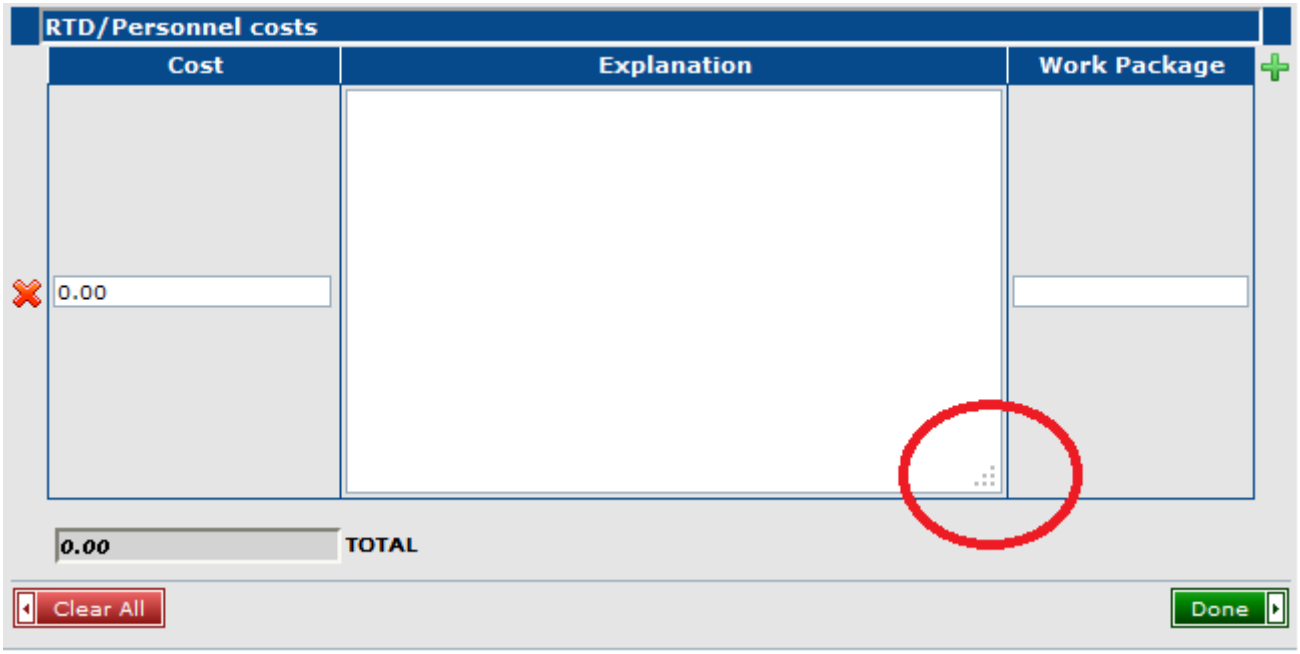


Figure 17: Resized 'Use of Resources' popup window for RTD - Personnel Costs

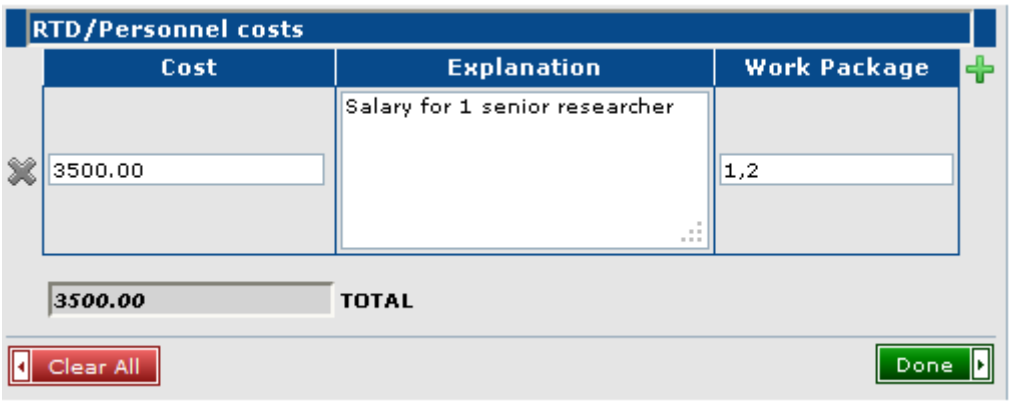


Figure 18: Edit values in ' Use of Resources' popup window for RTD-Personnel Costs

The "Work Package" value is a sequence of comma separated numbers. If the provided work package is invalid then a warning icon will appear and the button "Done" becomes disabled.

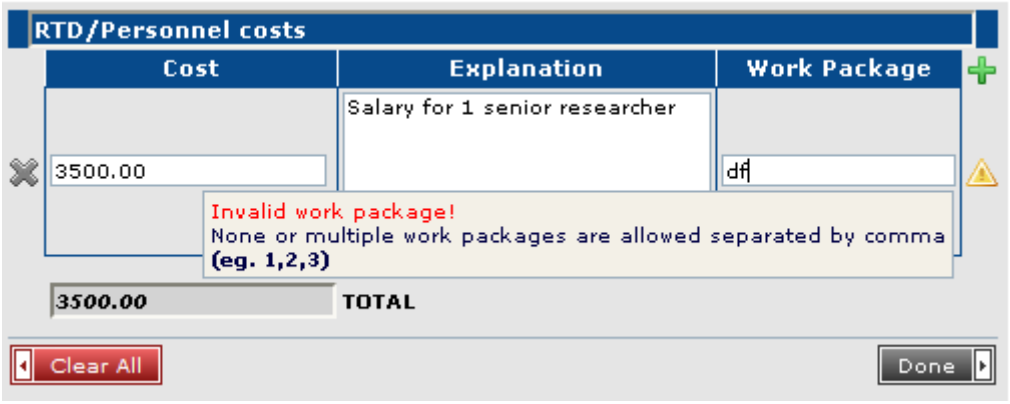


Figure 19: Warning icon and tooltip in case of invalid work package

The user can add one (or more) rows of details by clicking on the "plus" icon

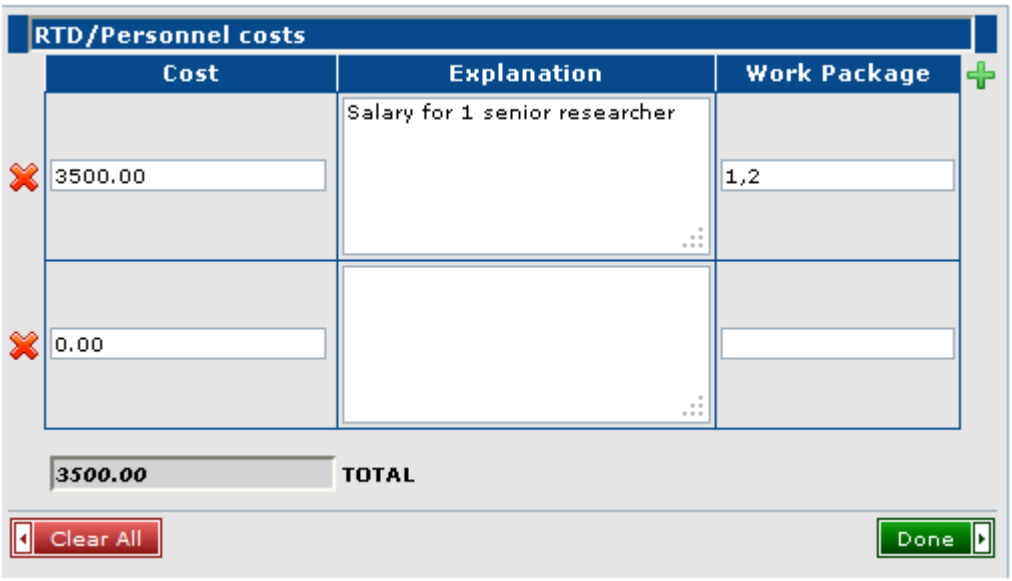


Figure 20: Addition of a new row in 'Use of Resources' popup

The user can also delete one or more rows of details by clicking on the "X" icon in front of the respective row. However, at least one row of cost details will always remain/exist.

Upon clicking on the "Clear All" button the user can clear all the cost details of the specific popup.

Upon clicking on "Done" button , the total of the cost of all rows is copied back to the appropriate cell of the Form C.

Eligible costs (in €)	Type of activities				Total (E)=(A)+(B)+(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	3500.00				3500.00
Subcontracting					0.00
Other direct costs					0.00
Indirect costs	2100.00				2100.00
Lump sums / flat-rate / scale of unit declared					0.00
Total	**5600.00**				**5600.00**
Maximum EU Contribution	4200.00	0.00	0.00	0.00	**4200.00**
Requested EU contribution					**4200.00**

Figure 21: Total cost copied back to the initial cell

Empty rows of cost details (without values for "Cost", "Explanation" and "Work Package") will be automatically deleted/filtered by the system.

For "Other direct costs", the popup window with details will additionally contain the column "Category" that displays a list of five possible values: "other", "durable equipment", "consumables", "traveling" and "computing".

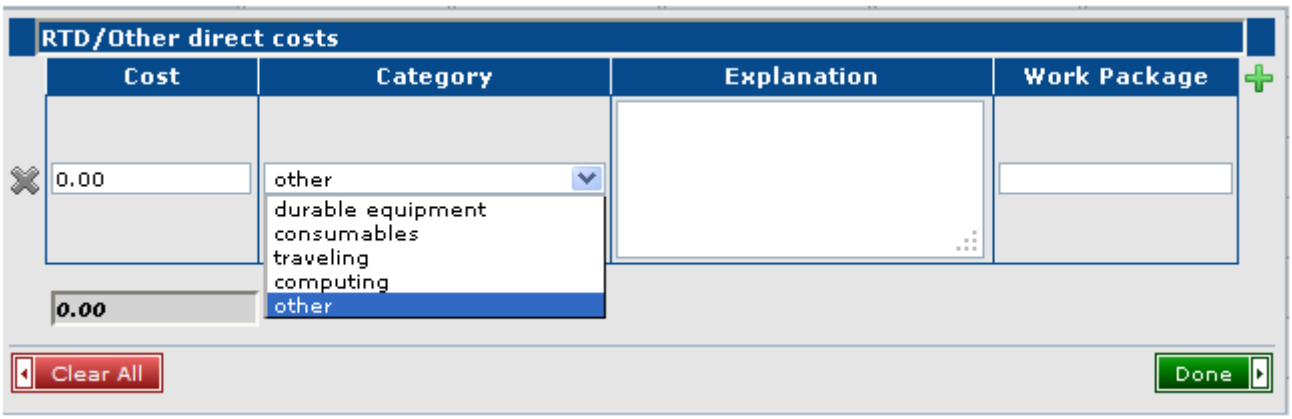
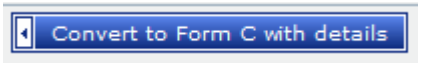


Figure 22: 'Use of Resources' popup window for RTD-Other direct costs

FP6 projects do not support "Use of Resources". If an already saved FP7 Form C, without cost details, needs to support details then the user may transform the old Form C to a new one through a click on the button 

(see Figure 23).

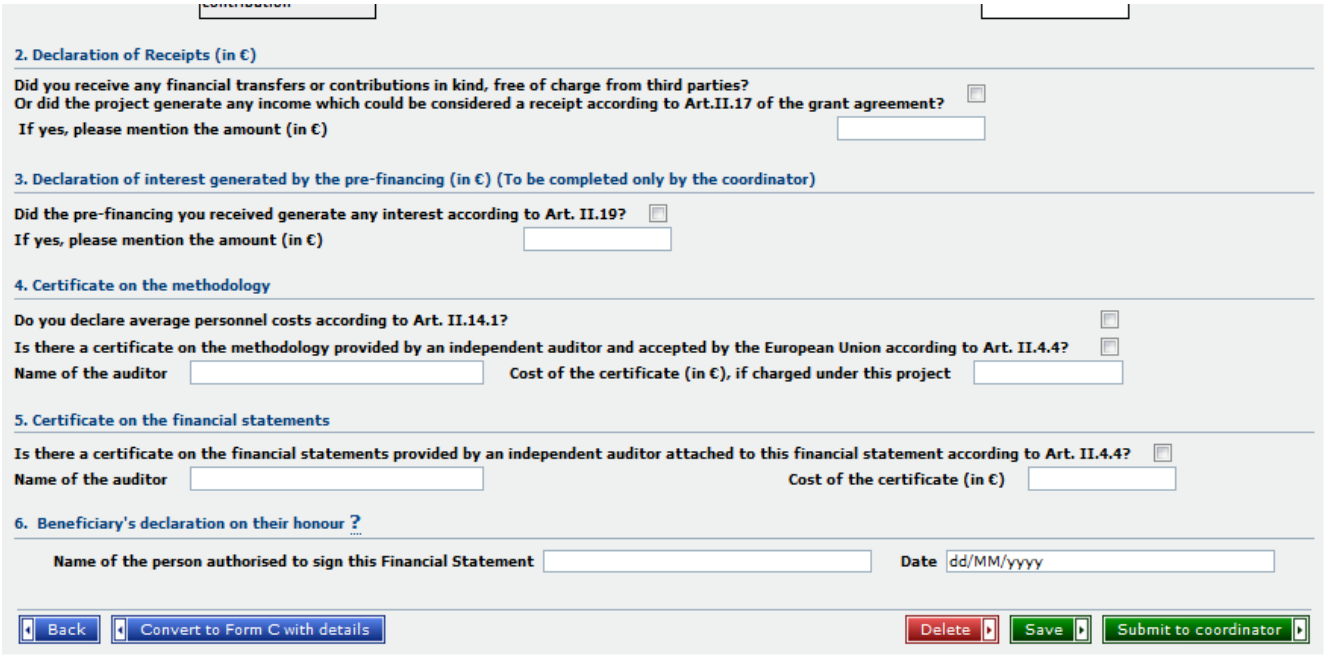

2. Declaration of Receipts (in €)
Did you receive any financial transfers or contributions in kind, free of charge from third parties?
Or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement?
If yes, please mention the amount (in €)
3. Declaration of interest generated by the pre-financing (in €) (To be completed only by the coordinator)
Did the pre-financing you received generate any interest according to Art. II.19?
If yes, please mention the amount (in €)
4. Certificate on the methodology
Do you declare average personnel costs according to Art. II.14.1?
Is there a certificate on the methodology provided by an independent auditor and accepted by the European Union according to Art. II.4.4?
Name of the auditor
Cost of the certificate (in €), if charged under this project
5. Certificate on the financial statements
Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.4.4?
Name of the auditor
Cost of the certificate (in €)
6. Beneficiary's declaration on their honour ?
Name of the person authorised to sign this Financial Statement
Date
dd/MM/yyyy
Back
Convert to Form C with details
Delete
Save
Submit to coordinator

Figure 23: Convert to a Form C that supports 'Use of Resources'

Upon clicking on this button, a notification window is shown (see Figure 24):

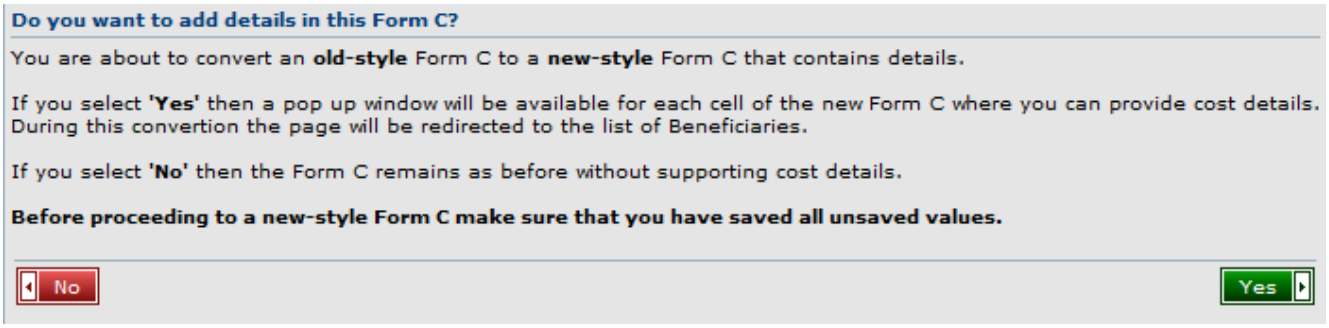

Do you want to add details in this Form C?
You are about to convert an old-style Form C to a new-style Form C that contains details.
If you select 'Yes' then a pop up window will be available for each cell of the new Form C where you can provide cost details.
During this convertion the page will be redirected to the list of Beneficiaries.
If you select 'No' then the Form C remains as before without supporting cost details.
Before proceeding to a new-style Form C make sure that you have saved all unsaved values.
No
Yes

Figure 24: Convert to a Form C that supports 'Use of Resources'

If the user selects "Yes" then the Form C will be transformed to the new style and the screen redirects to the page of Beneficiaries List.

If the user selects "No" then the Form C remains as before.

In case of a Form C that is EC rejected and then revised, the version number gets increased by one. The new version of the Form C will support cost details only if its previous version supported cost details. If the previous version of the Form C had the old style then the new version will keep the old style. However, the button of conversion to the new style will be available after the Form C is saved.

2.4.4 Receipts Section [4]

2. Declaration of Receipts (in €)
Did you receive any financial transfers or contributions in kind, free of charge from third parties?
Or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement?
If yes, please mention the amount (in €)

Figure 25: Edit Form C Receipts Section

The Receipts section allows the declaration of receipts for the Beneficiary.

2.4.5 Bottom Section [5]

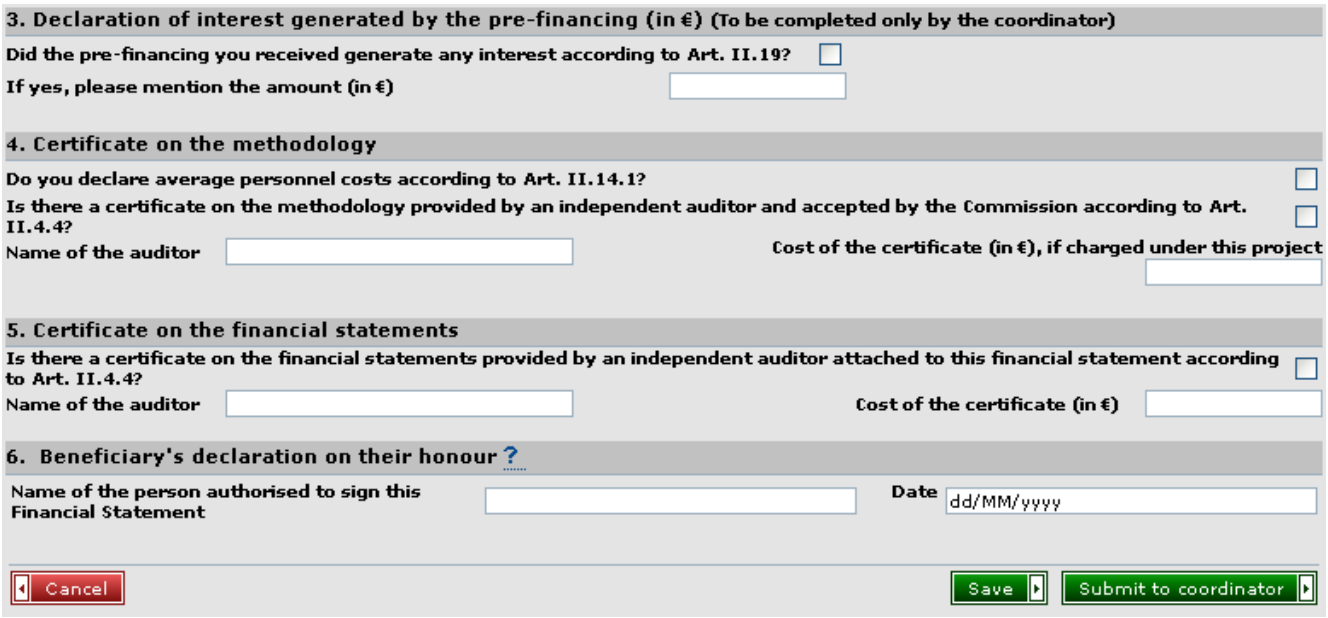

3. Declaration of interest generated by the pre-financing (in €) (To be completed only by the coordinator)
Did the pre-financing you received generate any interest according to Art. II.19?
If yes, please mention the amount (in €)
4. Certificate on the methodology
Do you declare average personnel costs according to Art. II.14.1?
Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.4.4?
Name of the auditor
Cost of the certificate (in €), if charged under this project
5. Certificate on the financial statements
Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.4.4?
Name of the auditor
Cost of the certificate (in €)
6. Beneficiary's declaration on their honour ?
Name of the person authorised to sign this Financial Statement
Date
dd/MM/yyyy
Cancel
Save
Submit to coordinator

Figure 26: Edit Form C Bottom Section

The bottom section of the Edit Form C page contains the following information:

- Interest earned from the pre-financing payment (only the Project Coordinator's Form C should contain this information);
- Certificate on the methodology section containing information about the auditor and the cost involved;
- Certificate on the financial statements section containing information about the auditor and the cost involved;
- Beneficiary's declaration section containing the name of the person responsible and a date, these fields are mandatory and must be filled before the Form C can be submitted to the Coordinator.

- A Cancel button to discard the changes, a Save button to save the Draft Form C and a Submit to coordinator button to validate the Form C and submit it to the Coordinator.

2.5 Submission Summary Page (Coordinator Only)

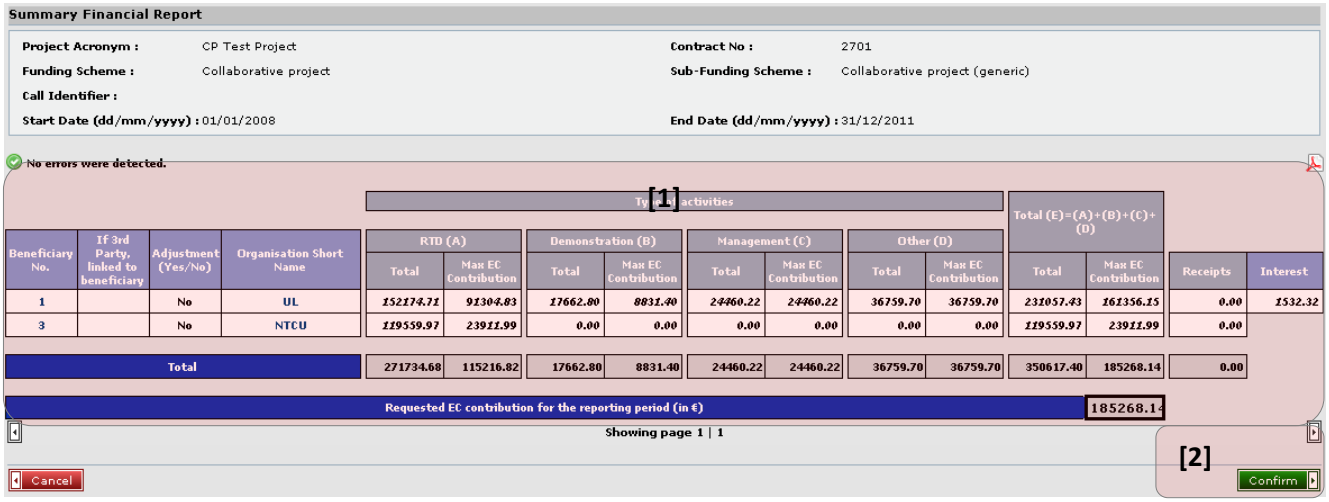

Summary Financial Report
Project Acronym : CP Test Project
Contract No : 2701
Funding Scheme : Collaborative project
Sub-Funding Scheme : Collaborative project (generic)
Call Identifier :
Start Date (dd/mm/yyyy) : 01/01/2008
End Date (dd/mm/yyyy) : 31/12/2011
No errors were detected.
[1]
Beneficiary No.
If 3rd Party, linked to beneficiary
Adjustment (Yes/No)
Organisation Short Name
RTD (A)
Demonstration (B)
Management (C)
Other (D)
Total (E)=(A)+(B)+(C)+(D)
Total
Max EC Contribution
Receipts
Interest
1 No UL 152174.71 91304.83 17662.80 8831.40 24460.22 24460.22 36759.70 36759.70 231057.43 161356.15 0.00 1532.32
3 No NTCU 119559.97 23911.99 0.00 0.00 0.00 0.00 0.00 0.00 119559.97 23911.99 0.00
Total 271734.68 115216.82 17662.80 8831.40 24460.22 24460.22 36759.70 36759.70 350617.40 185268.14 0.00
Requested EC contribution for the reporting period (in €) 185268.14
Showing page 1 | 1
[2]
Cancel
Confirm

Figure 27: Submission Summary Page

When one or more Form Cs are submitted a summary is shown containing the Beneficiaries and their costs declared. Section **[1]** shows a summary for two Beneficiaries' Form Cs.

To submit the Form Cs to the Project Officer the Confirm button is clicked **[2]**.

2.6 Submission History Page

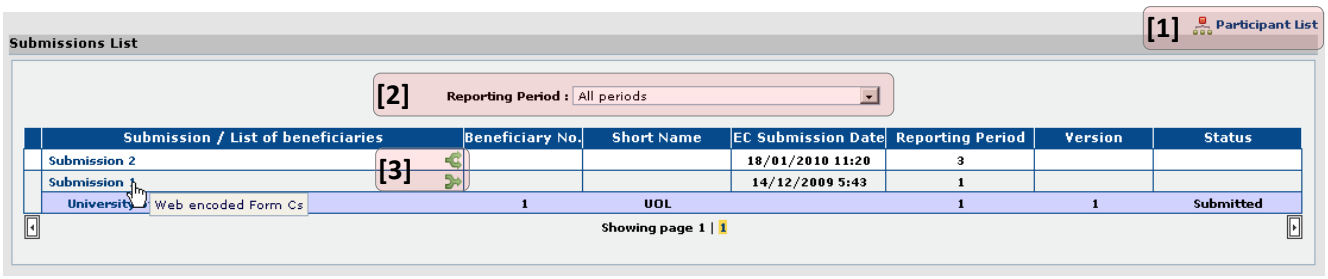


Figure 28: Submission History Page

The button Participant List **[1]** redirects the user to the participant list view (see "2.3.1 Beneficiaries List").

The Submission History Page shows the submissions for a project or reporting period. Initially submissions are shown for all reporting periods, listed in order with the most recent at the top. To review the submission for a reporting period the List Box **[1]** is used to select the required period.

Each submission is 'expandable' meaning that by clicking on the buttons in section **[2]** the submission Beneficiary details can be shown or hidden. In the example (see Figure 28) 'Submission 3' has been expanded to show a summary of its Form Cs. The icon expands and the icon collapses the submission details.

For contracts with special clause 10 Third Party Form Cs will appear directly below their linked Contractor and will be prefixed with '(THP)'.

A submission can be viewed by clicking on its name. An individual Form C can be viewed by clicking on the Beneficiary's name.

2.7 Form C History Page

The Form C History Page shows the various versions of a Form C. If a Form C only has one version there is little point in viewing its history but if a Form C has previous versions they can be accessed, in read-only mode from the Edit / View Form C Page (see "2.4 Edit / View Form C Page").

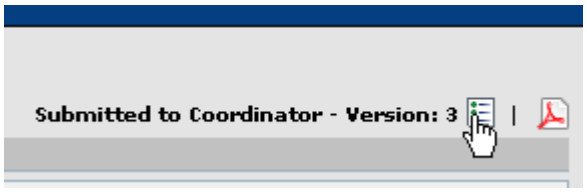


Figure 29: A Form C with 3 versions

If the Form C contains saved cost details then the icon appears next to the PDF icon in order to display the 'Use of Resources' report.

Figure 30: A Form C with 3 versions and saved cost details

Figure 29 shows the top-right corner of the Edit / View Form C Page for a Form C with several versions. To view the Form C history, click the icon.

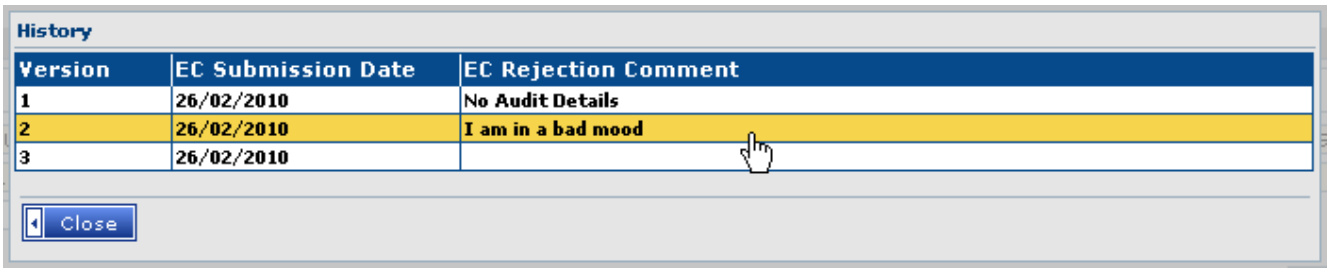


Figure 31: The Form C History Page

Figure 31 shows the Form C History Popup. It contains a table showing all the versions of the Form C with the oldest at the top. To review a previous version click on its row in the History table which will open a popup showing the requested version.

Clicking on the 'Close' button or the latest version in the History table will return to the Edit / View Form C Page for the latest version.

3 Enter Form Cs

3.1 Introduction

This chapter explains how to create and submit Form Cs for a reporting period.

3.2 Select Beneficiary

On the Beneficiaries List Page (see "2.3.1 Beneficiaries List") choose the period and the Beneficiary for which a Form C is to be created.

Normally there will only be one Beneficiary for which a Form C can be created but in some cases the Coordinator will have the right to create Form Cs for other Beneficiaries (like in the example below).

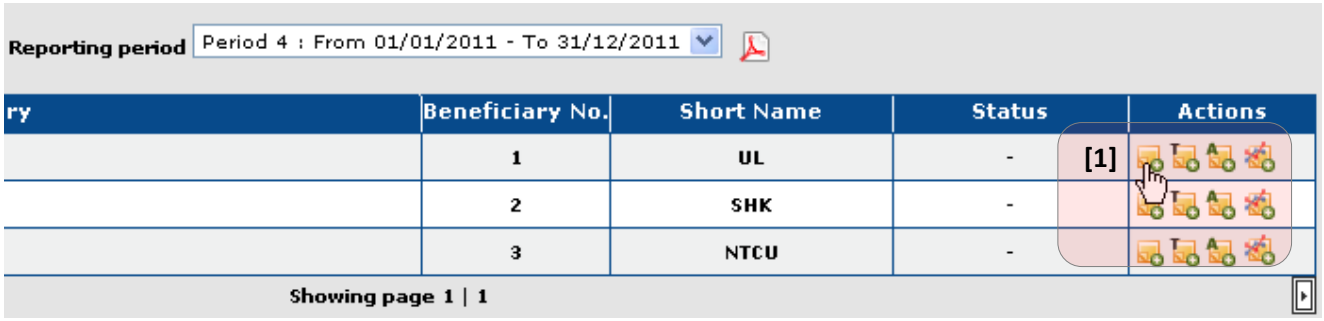


Figure 32: Selecting a Beneficiary

The 'Add Form C' icon is clicked for the required Beneficiary **[1]**. Here is a list of icons that can appear in the Action column:

- : Add a Form C for the Contractor;
- : Add a Third Party Form C (only available for projects with special clause 10);
- : Add a Sub-Departments Form C (only available for projects with special clause 30);
- : Delete the Form C;
- : Add an Adjustment Form C.
- : Add an Extrapolation Form C.

3.3 Create Draft Form C

First enter a comment, if required.

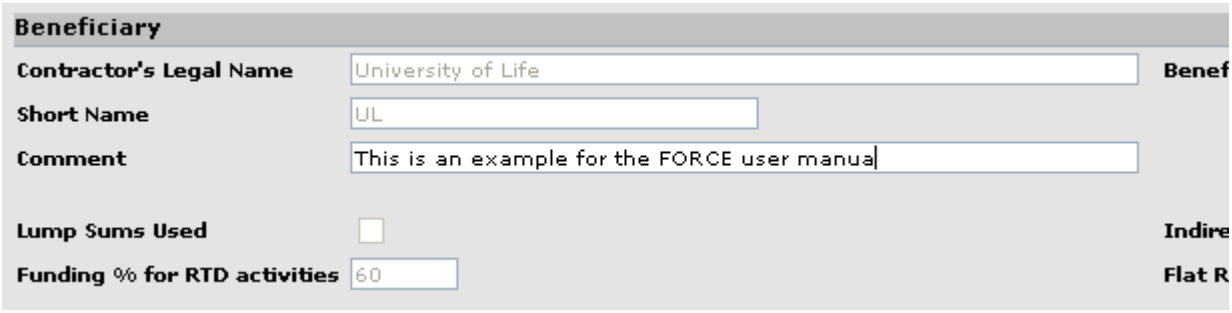


Figure 33: Enter Comment

Next encode the costs for the Contractor. Once all of the costs have been entered the Requested EC Contribution can be altered if required.

Eligible costs (in €)	Type of activities				Total (E)=(A)+(B)+(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	7812.56	198.			7812.56
Subcontracting					0.00
Other direct costs					0.00
Indirect costs					0.00
Lump sums / flat-rate / scale of unit declared					0.00
Total	***7812.56***				***7812.56***
Maximum EC Contribution	5625.04	0.00	0.00	0.00	**5625.04**
Requested EC contribution					**5625.04**

Figure 34: Entering Costs

Now enter receipts, if required.

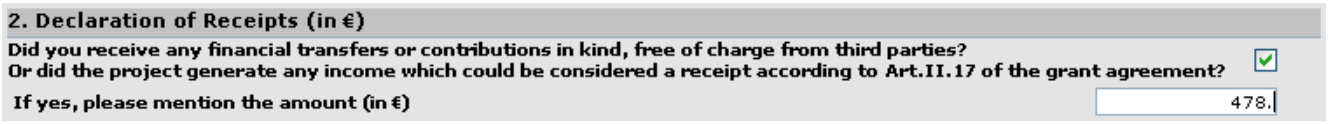

2. Declaration of Receipts (in €)
Did you receive any financial transfers or contributions in kind, free of charge from third parties?
Or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement?
If yes, please mention the amount (in €)
478.

Figure 35: Entering Receipts

If the Form C is for the Coordinator enter any interest generated by the pre-financing.

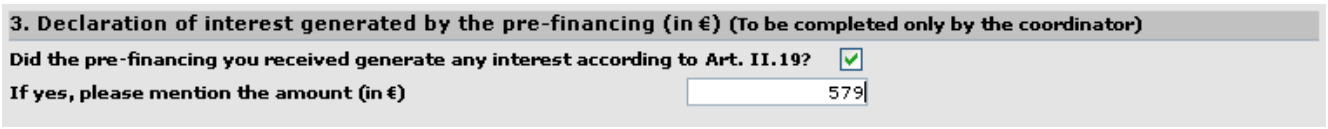

3. Declaration of interest generated by the pre-financing (in €) (To be completed only by the coordinator)
Did the pre-financing you received generate any interest according to Art. II.19?
If yes, please mention the amount (in €)
579

Figure 36: Entering Interest for Coordinator's Form C

Next enter optional methodology certificate information, if required.

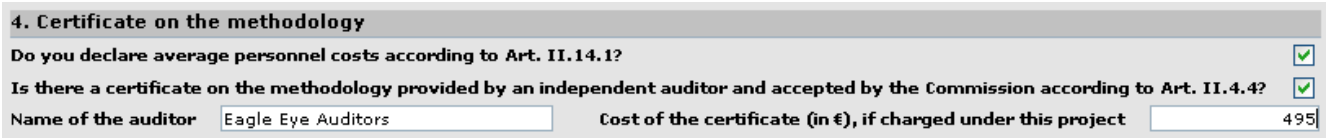

4. Certificate on the methodology
Do you declare average personnel costs according to Art. II.14.1?
Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.4.4?
Name of the auditor
Eagle Eye Auditors
Cost of the certificate (in €), if charged under this project
495

Figure 37: Entering Methodology Certificate Information

Enter the optional financial certificate information.

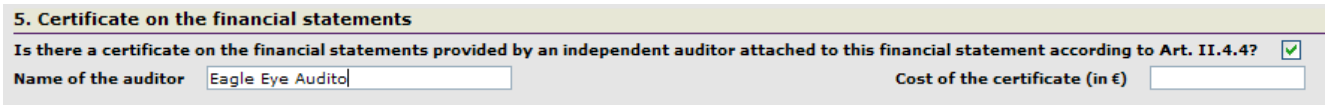

5. Certificate on the financial statements
Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.4.4?
Name of the auditor
Eagle Eye Audito
Cost of the certificate (in €)

Figure 38: Entering Financial Statement Information

Finally enter the name and date for the person responsible for the work. These fields are mandatory and a Form C cannot be submitted if they are not filled.

5. Certificate on the financial statements
Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.4.4?
Name of the auditor
Eagle Eye Aud
Cost of the certificate (in €)

Figure 39: Entering Person Responsible Name and Date

To save the Draft Form C, click the

button. Note that data validation is not performed when saving a Draft Form C so it is possible to save with certain mandatory fields missing and 'illegal' financial amounts. The validation is actually performed when the Form C is submitted to the Coordinator and again when the Coordinator submits to the EC.

3.3.1 Create Third Party Form C

This section is only applicable to projects with special clause 10. This means that Form Cs can be encoded for Third Party costs if the Third Party is mentioned in the contract. The creation process the same as that of the Contractor Form C with the exception of the Beneficiary Information section where some fields are now editable.

First click the 'Add Third Party Form C' icon. This will create a Form C for the Third Party whose icon was clicked. In Figure 40 a Third Party Form C will be created linked to the Beneficiary with Number 2.

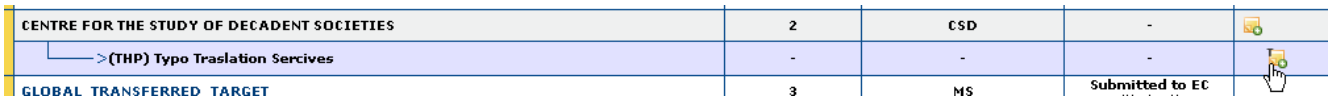


Figure 40: Add Third Party Form C

Clicking on the icon will show the Edit Form C Page (see Figure 41).

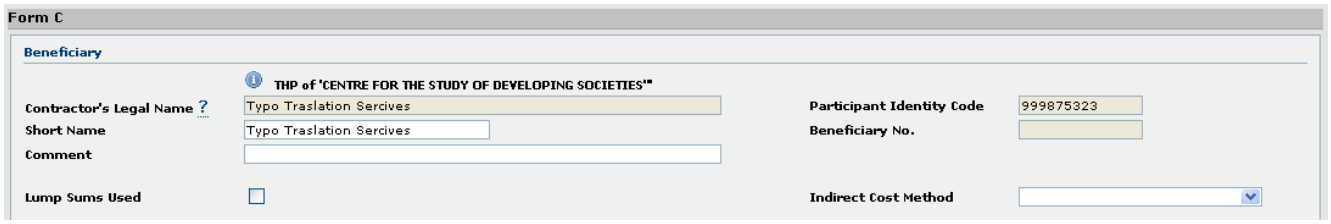


Figure 41: Third Party Beneficiary Information

The Beneficiary section for a Third Party Form C has a read-only Legal Name and an editable Short Name (unless the Third Party already has a non-draft Form C in which case the Short Name is also read-only).

If the SME Participant Type (not shown here), Lump Sums Used, Funding % for RTD activities (not shown here), Indirect Cost Method (ICM) or ICM Flat Rate(not shown here) are used during the Maximum EC Contribution calculation for the project type they will appear and may be editable. In this case the correct values should be set for the Third Party.

3.3.2 Create a Sub-Department Form C

This section is only applicable to projects with special clause 30. This means that Form Cs can be encoded for Sub-Departments costs. The creation process the same as that of the parent Form C with the exception of the ICM that is forced to Real Indirect Costs.

Figure 42: Add Sub-Department Form C

The Form C creation is exactly the same as the parent Form C. For participant sub-department, see §3.3 Create Draft Form C and for third party sub-department see §3.3.1 Create Third Party Form C.

3.4 Submit Form C to Coordinator

Once a Beneficiary has completed their Form C it should be submitted to the Project Coordinator. This is done from the Edit Form C Page by clicking the

button at the bottom right of the page.

Validation is performed and if any business rules are broken the Edit Form C Page will be redisplayed with any error messages displayed near the top of the page (see Figure 43).

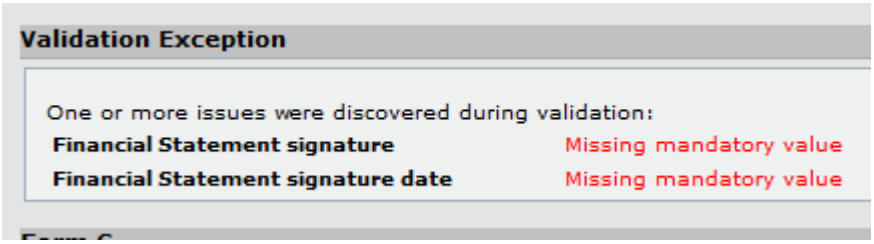


Figure 43: Validation Issues when Submitting Form C to Coordinator

Note that even the Coordinator has to first submit their Form C in this way before it can be submitted to the EC. This is so that all Form Cs are in the same state before submission to the EC (see Figure 2: Form C State Transitions) and also it performs validation for the Coordinator's Form C before it can be submitted to the EC.

3.5 Rejecting a Form C

If the Coordinator finds problems with a Beneficiary's Form C it can be rejected which puts it back into the "Draft" (editable) state. Also if warnings or errors are found during validation the Coordinator can reject a Form C so that the Beneficiary can make the corrections.

This is done on the View Form C Page by clicking the

button.

3.6 Submit Form Cs to the EC (Coordinator Only)

Once the Form Cs for Beneficiaries (and Third Parties, if applicable) have been created they should be submitted to the Project Officer. Form Cs are submitted from the Beneficiaries List Page.

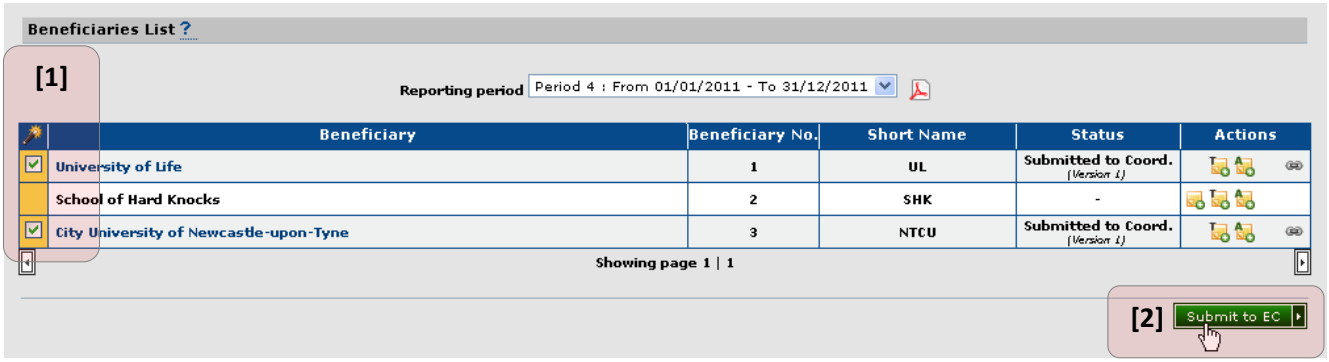


Figure 44: Submitting Form Cs

First select the Form Cs to submit by clicking the checkboxes on the left hand side of the Beneficiaries List **[1]**. Then click the

button **[2]**. This will show the Submission Summary Page.

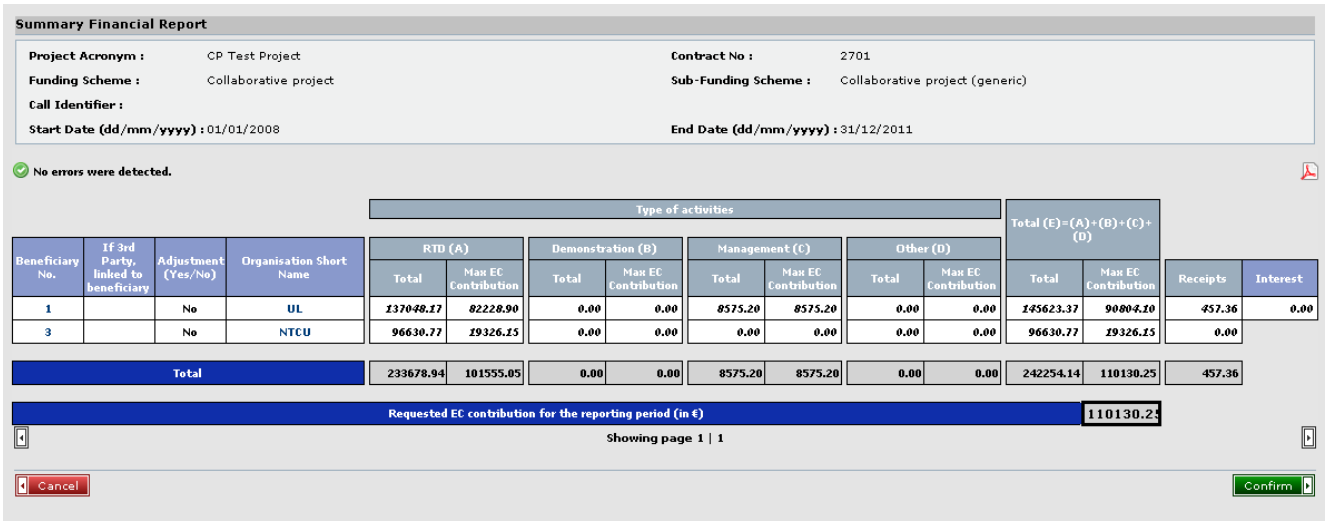

Summary Financial Report
Project Acronym : CP Test Project
Contract No : 2701
Funding Scheme : Collaborative project
Sub-Funding Scheme : Collaborative project (generic)
Call Identifier :
Start Date (dd/mm/yyyy) : 01/01/2008
End Date (dd/mm/yyyy) : 31/12/2011
No errors were detected.
Type of activities
Beneficiary No.
If 3rd Party, linked to beneficiary
Adjustment (Yes/No)
Organisation Short Name
RTD (A)
Demonstration (B)
Management (C)
Other (D)
Total (E)=(A)+(B)+(C)+(D)
Total
Max EC Contribution
Receipts
Interest
1 No UL 137048.17 82228.90 0.00 0.00 8575.20 8575.20 0.00 0.00 145623.37 90804.10 457.36 0.00
3 No NTCU 96630.77 19326.15 0.00 0.00 0.00 0.00 0.00 0.00 96630.77 19326.15 0.00
Total 233678.94 101555.05 0.00 0.00 8575.20 8575.20 0.00 0.00 242254.14 110130.25 457.36
Requested EC contribution for the reporting period (in €) 110130.25
Showing page 1 | 1
Cancel
Confirm

Figure 45: Submission Summary Page

For each Form C submitted there is a row in the submission summary.

If a problem is found with the data of a Form C a warning icon is shown. Moving the mouse over the icon will reveal the message(s), see Figure 46. Warnings will not block the submission but it is good practice to correct them before submitting to the EC.

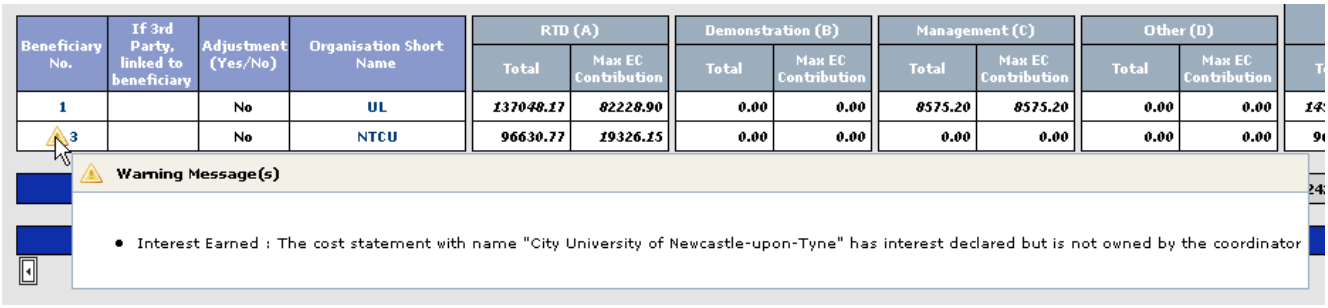


Figure 46: Warning Message for a Form C

It is also possible (but unlikely) that the submission contains errors. This can occur if the validation rules were changed between the Submission to Coordinator and the Submission to the EC. In this case an error icon will appear and the pages containing the errors will be shown in the same way as the warnings in Figure 46. Any errors will block submission to the EC until the erroneous Form Cs are corrected or removed from the submission.

The Submission Summary can have multiple pages if there are more than a certain number of Form Cs in the submission (normally 10). To navigate to different pages use the arrows and page number links at the bottom of the Submission Summary Page (see Figure 47). The left arrow navigates to the previous page **[1]**. The right arrow navigates to the next page **[2]**. Any page can be navigated to directly by clicking on its number [3]**.**

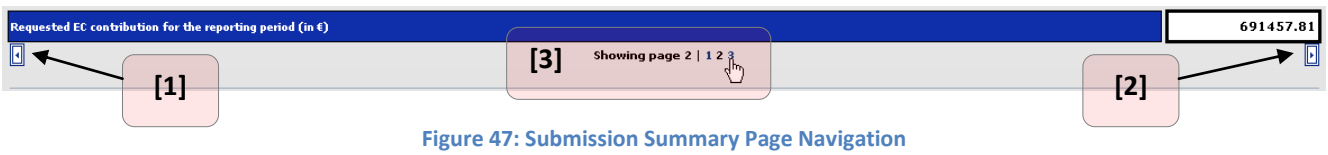


Figure 47: Submission Summary Page Navigation

If the submission has errors or warnings they will appear at the top of the Submission Summary Page. To navigate to the page containing the errors / warnings click on the page number (see Figure 48**[A]**).

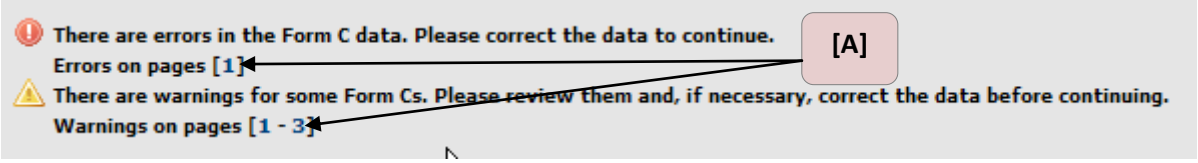

There are errors in the Form C data. Please correct the data to continue.
Errors on pages [1]
There are warnings for some Form Cs. Please review them and, if necessary, correct the data before continuing.
Warnings on pages [1 - 3]
[A]

Figure 48: Submission Errors and Warnings

To submit the Form Cs to the EC click the Confirm button. If the submission does not contain a Form C for each Beneficiary then a confirmation popup is shown (see Figure 49).

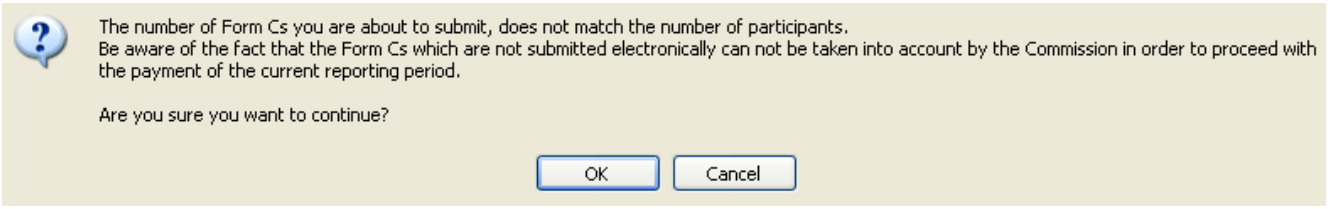

The number of Form Cs you are about to submit, does not match the number of participants.
Be aware of the fact that the Form Cs which are not submitted electronically can not be taken into account by the Commission in order to proceed with the payment of the current reporting period.
Are you sure you want to continue?
OK
Cancel

Figure 49: Confirmation for Incomplete Submission

Clicking Cancel returns to the Submission Summary Page. Clicking OK proceeds with the submission.

After submission a page is shown to confirm that the Form Cs were submitted successfully (see Figure 50).

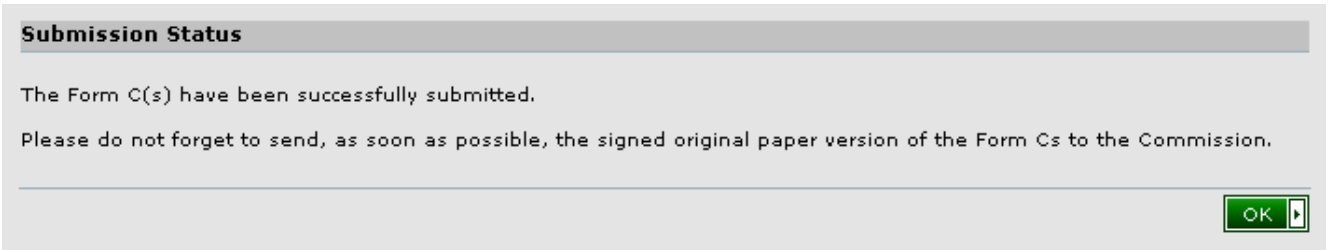

Submission Status
The Form C(s) have been successfully submitted.
Please do not forget to send, as soon as possible, the signed original paper version of the Form Cs to the Commission.
OK

Figure 50: Submission Successful Page

Clicking OK shows the Participant List Page (see "2.3.1 Beneficiaries List").

The submitted Form Cs are now read-only in FORCE and the Project Officer can review them.

3.7 Request Revision

Once a Form C has been submitted is can be reviewed by the Project Officer. The Project Officer can accept the Form C and use it in a payment calculation. If the Project Officer believes that there are errors in the Form C data they can request a revision. This puts the Form C into an editable mode in FORCE with a comment, if one was provided, as to why the Form C was rejected.

The Submission History Page indicates if a submission has at least one Form C which has had a revision requested by using a warning icon ⚠, see Figure 51.

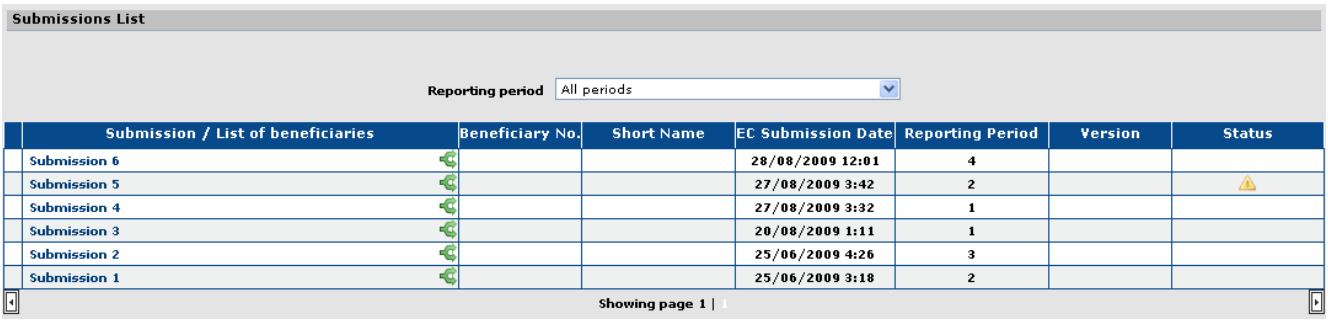


Figure 51: Submission History showing Form C in state Request Revision

To revise a Form C first open the reporting period containing the Form C that has had a revision requested. If you have the right to edit the Form C, click on the name of the Beneficiary that has the Form C in state Request Revision (see Figure 52).

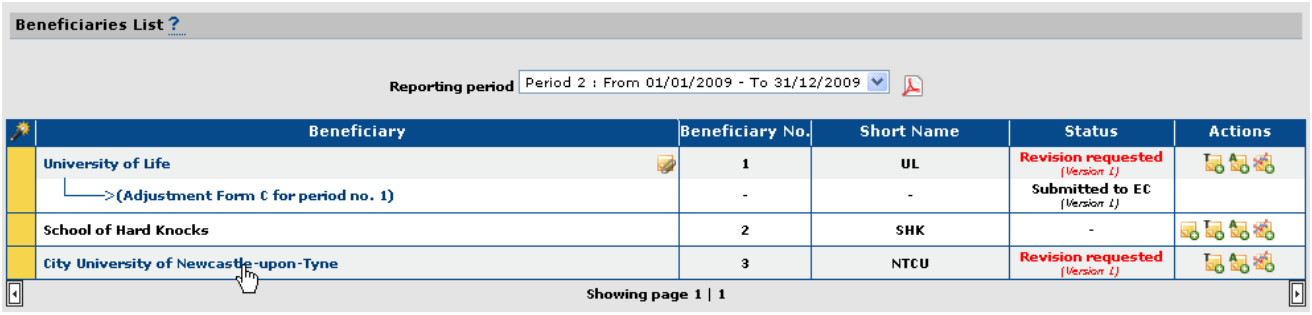


Figure 52: Beneficiaries List containing Form C in state Request Revision

The Form C will be opened in the Edit Form C Page with the previous data pre-filled. A rejected comment is available explaining why the Form C has had a revision requested.

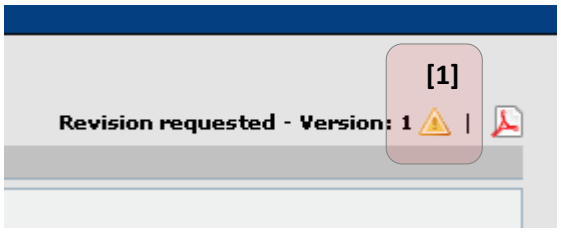


Figure 53: Edit Form C Page for Request Revision Form C

Figure 54: Edit Form C Page for Request Revision Form C when the Form C contains saved details

To view the comment, move the mouse over the icon **[1].** A tooltip with the comment will appear (see Figure 55).

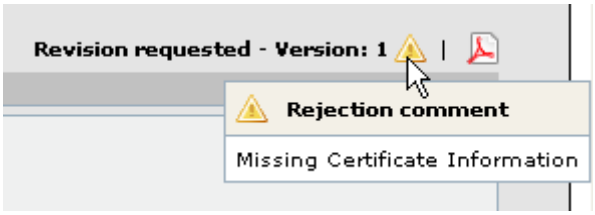


Figure 55: Request Revision Comment

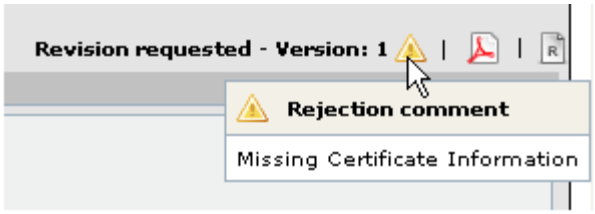


Figure 56: Request Revision Comment when the Form C contains saved details

To edit the Form C for which a revision has been requested the Revise button must be clicked which increments the Form C version. Once saved the new version will be in state 'Draft' and the previous version in state 'Archived' (see Figure 2: Form C State Transitions).

Once the Form C has been corrected it should be re-submitted as described in sections “3.3 Create Draft Form C” and “TODO”.

3.8 Creating Adjustment Form Cs

Once a Beneficiary has a submitted Form C for a reporting period Adjustments Form Cs can be created for the Beneficiary for a later reporting period. Two types of adjustment Form Cs can be created in the application. They are identical in term of functionality, only their interpretation by the financial officer is different.

To create an Adjustment Form C, click the icon. To create an extrapolation adjustment Form C click the icon. A popup window will appear asking for which previous reporting period the Form C is an adjustment (see Figure 57).

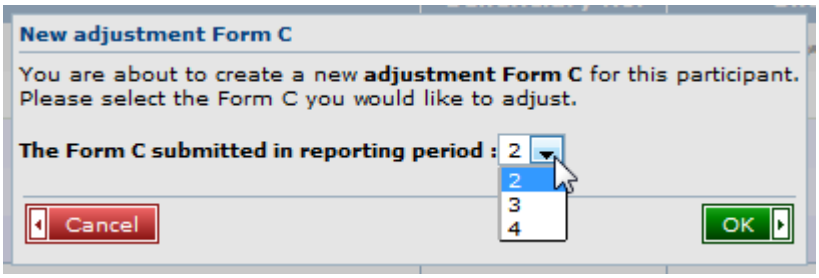

New adjustment Form C
You are about to create a new adjustment Form C for this participant.
Please select the Form C you would like to adjust.
The Form C submitted in reporting period : 2
2
3
4
Cancel
OK

Figure 57: Selecting Reporting Period for Adjustment

Clicking opens the Edit Form C Page which, apart from a small amount of text (see Figure 58 **[1]**), is the same as described in "2.4 Edit / View Form C Page".

Figure 58: Edit Adjustment Form C Page

For projects with special clause 10 Third Party Adjustment Form Cs can be created. The Third Party Adjustment Form C creation process is the same as described in section "3.3.1 Create Third Party Form C" apart from the Legal Name and Short Name are read-only.

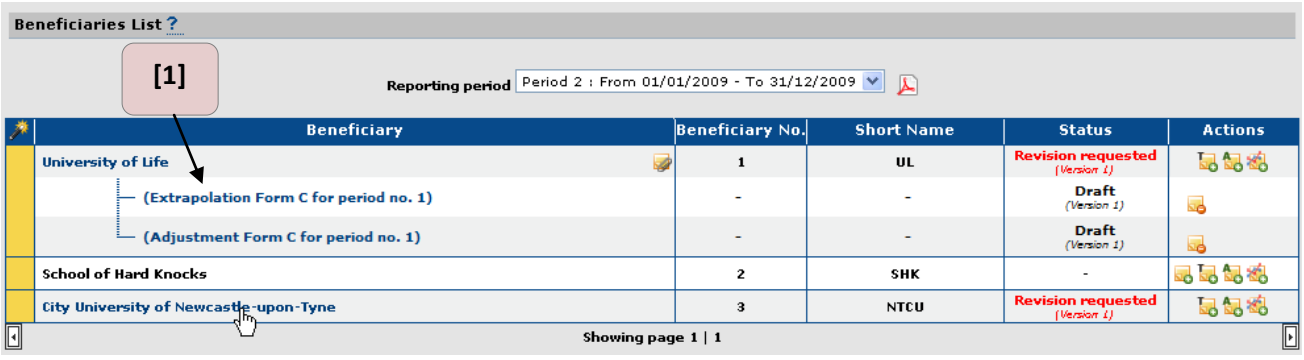


Figure 59: Beneficiaries List with Complementary Form C

Figure 59 shows the Beneficiaries List for reporting period 2 with a Draft Adjustment Form C and an extrapolation Form C **[1]** for reporting period 1.

4 Printing Form Cs

4.1 Printing Beneficiary Form Cs

Beneficiaries may print their own Form Cs, no matter what state they are in. When viewing a Form C (including Archived Form Cs from the Form C History) the Beneficiary can use the icon to download a PDF representation of the Form C which is suitable for printing.

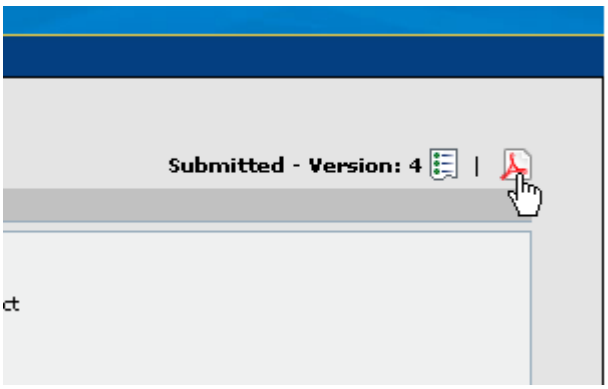


Figure 60: Printing a Beneficiary's Form C

If the Beneficiary's Form C is in the state "Submitted to EC" (see Table 1: Form C States) then the background to the PDF will be blank. For all other states ("Draft", "Submitted to Coordinator", "Request for Revision" and "Archived") the background will contain a 'watermark' of the state (see Figure 60 for an example of a Draft Form C).

In case that the Form C contains saved cost details, the Beneficiary should click on the icon in order to download a PDF representation of the cost details as they are declared inside the Form C.

Upon clicking on the icon's menu links, the Form C gets automatically saved and the report shows the latest cost details.

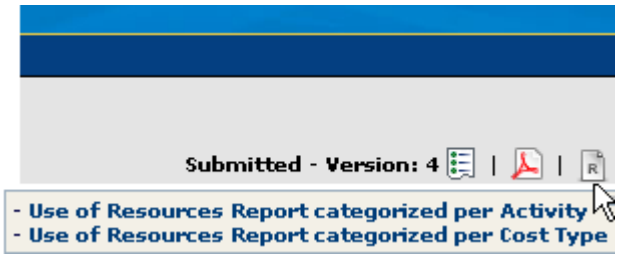
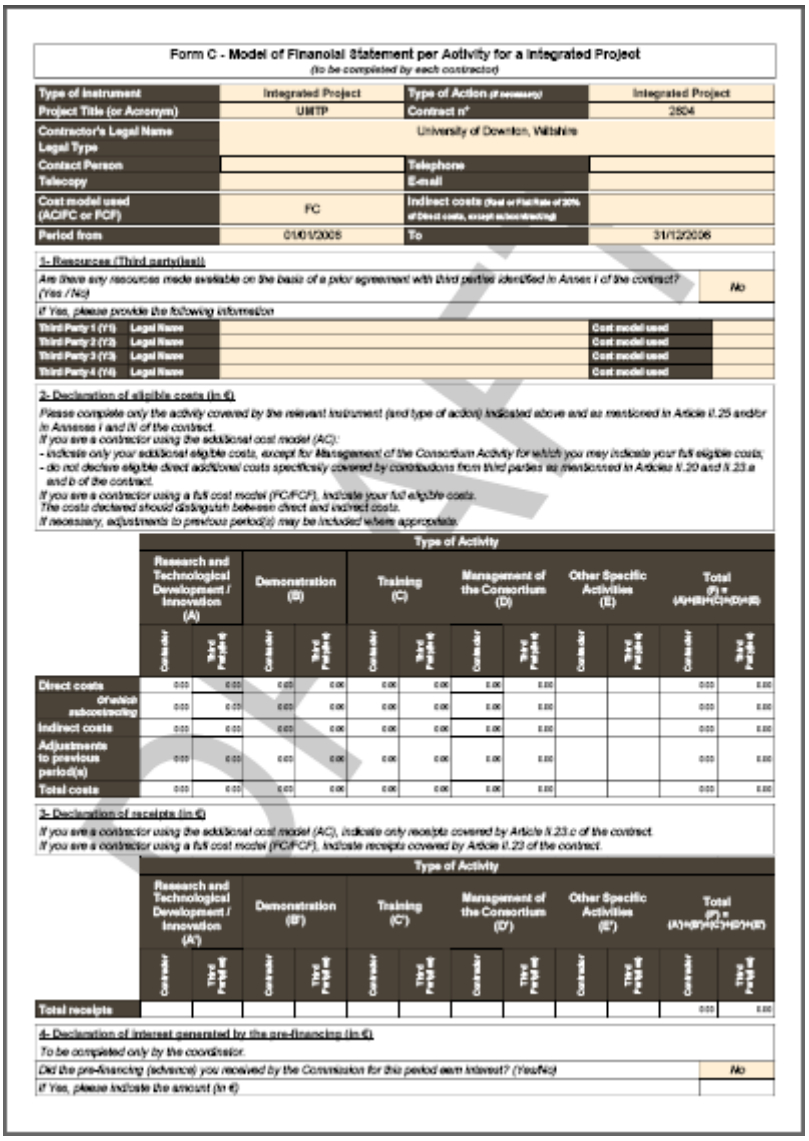

Submitted - Version: 4
- Use of Resources Report categorized per Activity
- Use of Resources Report categorized per Cost Type

Figure 61: Printing the cost details of a Beneficiary's Form C

The user may select to view the report of "Use of Resources" categorized per Activity or per Cost Type (see Figure 63 and Figure 64 for an example of "Use of Resources" report)



Form C - Model of Financial Statement per Activity for a Integrated Project
(to be completed by each contractor)

Type of Instrument	Integrated Project	Type of Action (if necessary)	Integrated Project
Project Title (or Acronym)	UMTP	Contract n°	2804
Contractor's Legal Name Legal Type	University of Downton, Wiltshire		
Contact Person		Telephone	
Telecopy		E-mail	
Cost model used (AC/FC or FCF)	FC	Indirect costs (Real or Flat Rate of 20% of Direct costs, except subcontracting)	
Period from	01/01/2005	To	31/12/2008

1- Resources (Third party/ies)

Are there any resources made available on the basis of a prior agreement with third parties identified in Annex I of the contract? (Yes / No)	No

If Yes, please provide the following information

Third Party 1 (Y1)	Legal Name	Cost model used	
Third Party 2 (Y2)	Legal Name	Cost model used	
Third Party 3 (Y3)	Legal Name	Cost model used	
Third Party 4 (Y4)	Legal Name	Cost model used	

2- Declaration of eligible costs (in €)

Please complete only the activity covered by the relevant instrument (and type of action) indicated above and as mentioned in Article II.25 and/or in Annexes I and IV of the contract.
If you are a contractor using the additional cost model (AC):
- indicate only your additional eligible costs, except for Management of the Consortium Activity for which you may indicate your full eligible costs;
- do not declare eligible direct additional costs specifically covered by contributions from third parties as mentioned in Articles II.20 and II.23.a and b of the contract.
If you are a contractor using a full cost model (FC/FCF), indicate your full eligible costs.
The costs declared should distinguish between direct and indirect costs.
If necessary, adjustments to previous period(s) may be included where appropriate.

	Type of Activity											
	Research and Technological Development / Innovation (A)		Demonstration (B)		Training (C)		Management of the Consortium (D)		Other Specific Activities (E)		Total (F) = (A)+(B)+(C)+(D)+(E)	
	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)
Direct costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
Of which subcontracting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
Indirect costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
Adjustments to previous period(s)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
Total costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00

3- Declaration of receipts (in €)

If you are a contractor using the additional cost model (AC), indicate only receipts covered by Article II.23.c of the contract.
If you are a contractor using a full cost model (FC/FCF), indicate receipts covered by Article II.23 of the contract.

	Type of Activity											
	Research and Technological Development / Innovation (A')		Demonstration (B')		Training (C')		Management of the Consortium (D')		Other Specific Activities (E')		Total (F') = (A')+(B')+(C')+(D')+(E')	
	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)
Total receipts											0.00	0.00

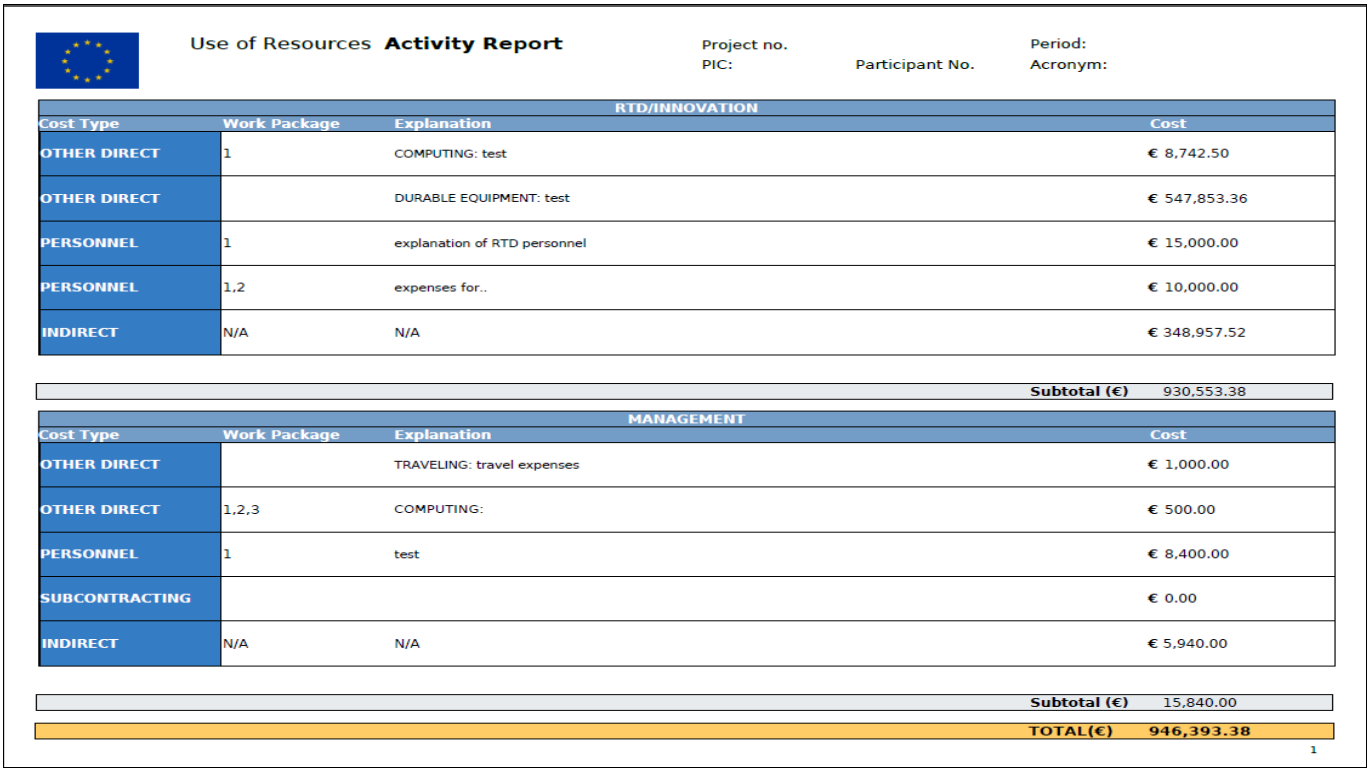
4- Declaration of interest generated by the pre-financing (in €)

To be completed only by the coordinator.

Did the pre-financing (advance) you received by the Commission for this period earn interest? (Yes/No)	No
If Yes, please indicate the amount (in €)	

DRAFT

Figure 62: PDF Containing Form C State



Use of Resources **Activity Report**

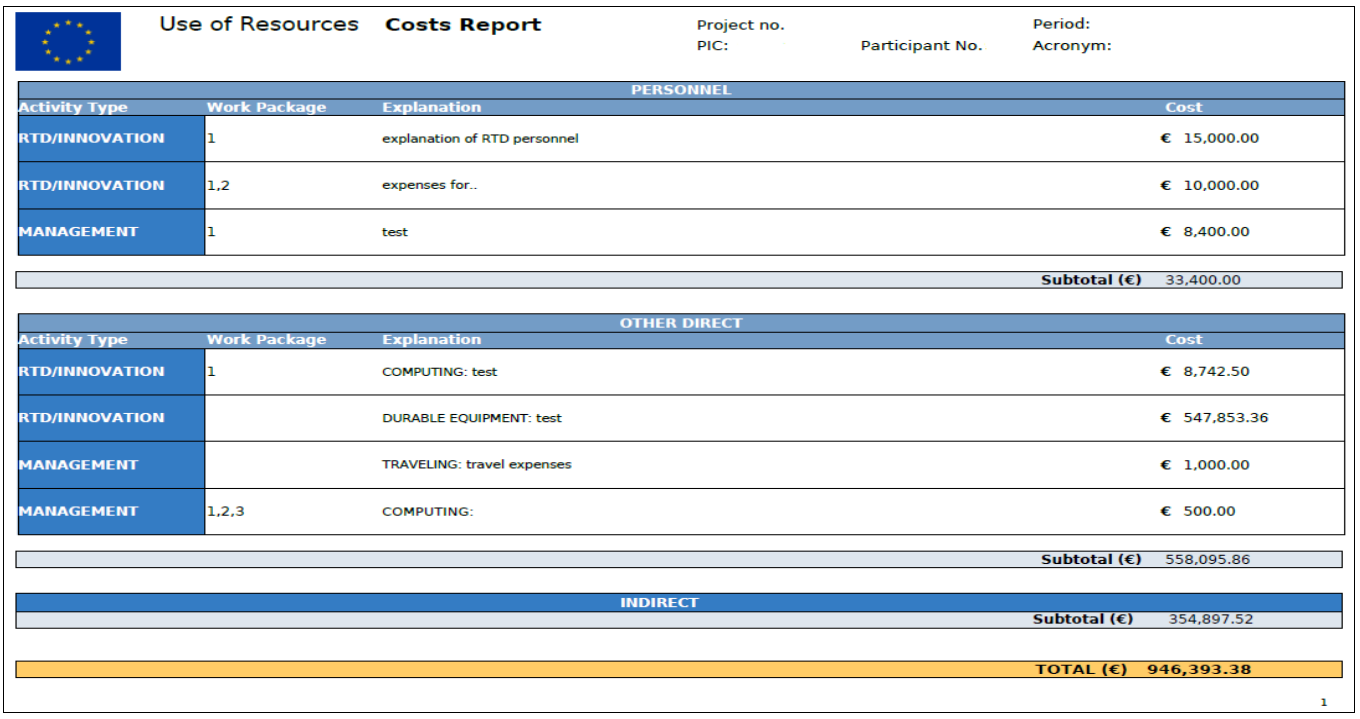
Project no. Period:
PIC: Participant No. Acronym:

RTD/INNOVATION			
Cost Type	**Work Package**	**Explanation**	**Cost**
OTHER DIRECT	1	COMPUTING: test	€ 8,742.50
OTHER DIRECT		DURABLE EQUIPMENT: test	€ 547,853.36
PERSONNEL	1	explanation of RTD personnel	€ 15,000.00
PERSONNEL	1,2	expenses for..	€ 10,000.00
INDIRECT	N/A	N/A	€ 348,957.52
		Subtotal (€)	930,553.38

MANAGEMENT			
Cost Type	**Work Package**	**Explanation**	**Cost**
OTHER DIRECT		TRAVELING: travel expenses	€ 1,000.00
OTHER DIRECT	1,2,3	COMPUTING:	€ 500.00
PERSONNEL	1	test	€ 8,400.00
SUBCONTRACTING			€ 0.00
INDIRECT	N/A	N/A	€ 5,940.00
		Subtotal (€)	15,840.00
		TOTAL(€)	**946,393.38**

1

Figure 63: PDF Report Containing Form C cost details per Activity



Use of Resources **Costs Report**

Project no. Period:
PIC: Participant No. Acronym:

PERSONNEL			
Activity Type	**Work Package**	**Explanation**	**Cost**
RTD/INNOVATION	1	explanation of RTD personnel	€ 15,000.00
RTD/INNOVATION	1,2	expenses for..	€ 10,000.00
MANAGEMENT	1	test	€ 8,400.00
		Subtotal (€)	33,400.00

OTHER DIRECT			
Activity Type	**Work Package**	**Explanation**	**Cost**
RTD/INNOVATION	1	COMPUTING: test	€ 8,742.50
RTD/INNOVATION		DURABLE EQUIPMENT: test	€ 547,853.36
MANAGEMENT		TRAVELING: travel expenses	€ 1,000.00
MANAGEMENT	1,2,3	COMPUTING:	€ 500.00
		Subtotal (€)	558,095.86

INDIRECT	
Subtotal (€)	354,897.52
TOTAL (€)	**946,393.38**

1

Figure 64: PDF Report Containing Form C cost details per Activity

4.2 Print Reporting Period Summary (Coordinator Only)

The Coordinator may print their own Form Cs as described in section 4.1. The Coordinator also has the option to create a PDF summary of a reporting period by clicking the icon that appears in the Beneficiaries List Page (see Figure 65). This will create a PDF, suitable for printing, which contains information about all Form Cs for the reporting period that are not in the state "Request for Revision". This means that only "Draft", "Submitted to Coordinator" and "Submitted to EC" Form Cs will be included.

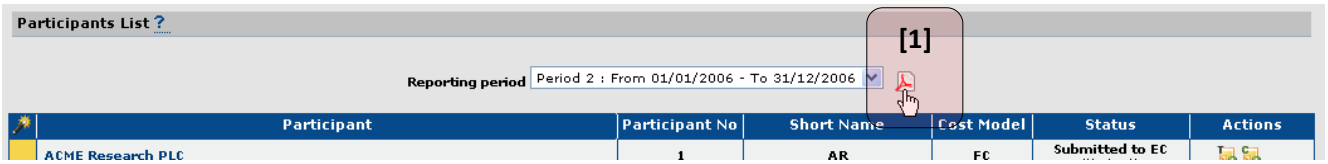


Figure 65: Printing a Reporting Period Summary

Having clicked the print icon, a popup giving the choice between printing a summary of the Form Cs for the period or the summary plus individual Form Cs (see Figure 66).

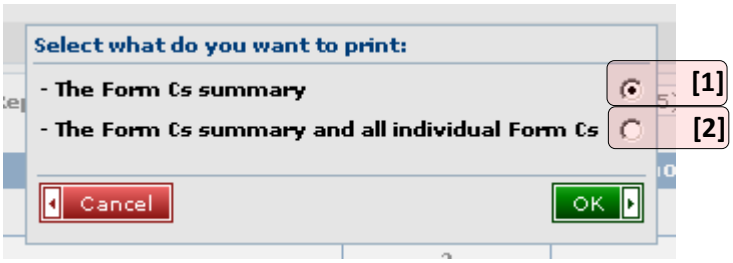


Figure 66: Choosing Which Reporting Period Summary to print

Option **[1]** creates a PDF containing a table with a financial summary of the Form Cs for the reporting period.

Option **[2]** creates a single PDF containing a table with a financial summary plus each Form C in full detail (as if printed individually).

4.3 Print Submission Summary (Coordinator Only)

From the Submission Summary Page* the Coordinator may create a PDF, which is suitable for printing, of a submission summary by clicking the icon (see Figure 67).

** see "2.5 Submission Summary Page".*

Figure 67: Printing Submission Summary

Clicking the icon displays a popup allowing the Coordinator to choose between printing just a summary (see Figure 67 **[1]**) or the summary plus the individual Form C details (see Figure 68 **[2]**).

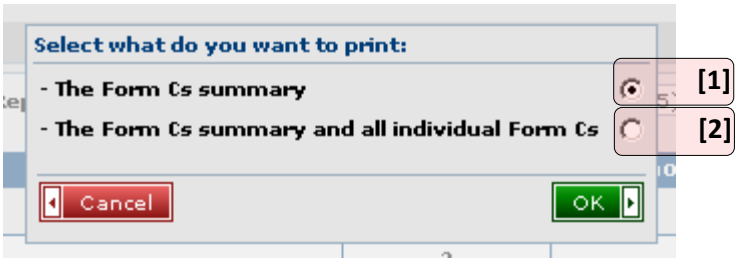


Figure 68: Choosing Submission Summary Type